

# NFC

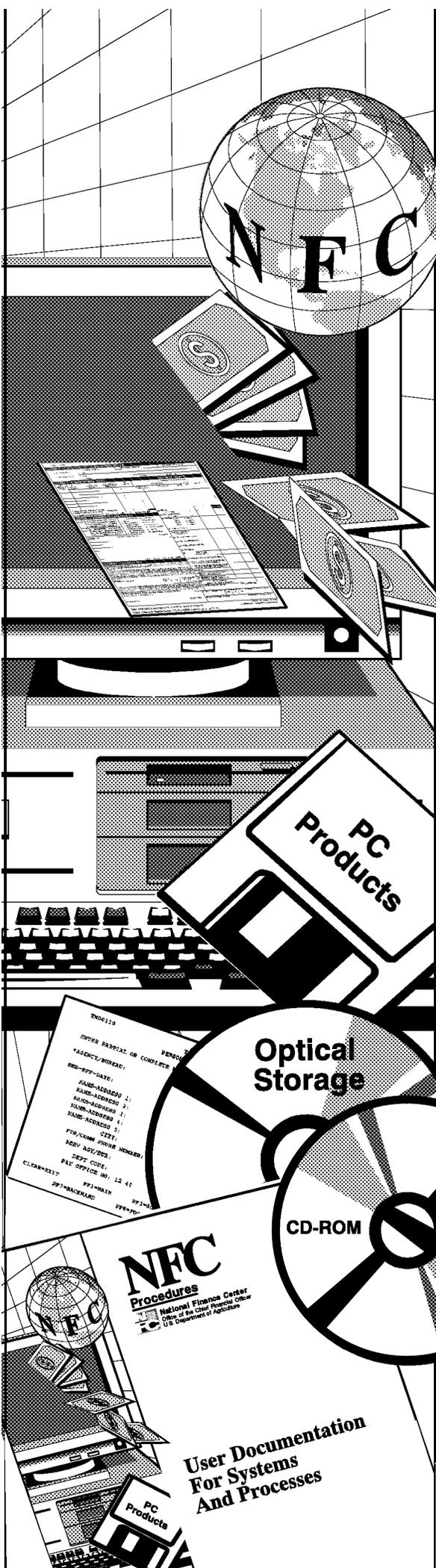
## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

Updated July 2000

# Position Management System (PMSO)



TITLE I  
Payroll/Personnel Manual

CHAPTER 3  
Position Management System

User Documentation  
For Systems  
And Processes

NFC  
Procedures  
National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

PC  
Products

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## About This Procedure

This procedure provides instructions for accessing and operating the Position Management System (PMSO). This procedure also illustrates and describes reports available through PMSO. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

### How The Procedure Is Organized

The primary sections of this procedure are described below:

**System Overview** describes what the system is used for and provides related background information.

**System Access** provides access security information and instructions for accessing the system.

**Operating Features** describes the system's design and how to use its operating features.

**PMSO Menu** gives instructions for selecting the main options. All options on the menu are covered before going to the next option. The screens for system menus and options are presented as figures within the text.

**Exhibits** include illustrations of reports.

**Appendix** contains a list of Position Management System edit messages.

Pages are numbered consecutively at the bottom from the **About This Procedure** through the **Appendix**. If the procedure is amended, point pages (e.g., 1.1, 1.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date (MM/YY). If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin or until it is superseded.

### What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Master Record Not Found - Check Key Fields* is displayed.
- Field specifications are also printed in *italics*. Example: **Password** (*required, alphanumeric; max. of 8 positions*). Key in your password.
- Data that is system generated or that you must key in exactly as shown is printed in **bold italics**. Example: Key in **AM**.
- Emphasized text within a paragraph is printed in **Bold**. Example: **8888** is valid only for pay plan **ES**.
- Figure references printed in **bold** link the figures with the text. Example: The Report Selection screen (**Figure 10**) is displayed.
- References to sections within the procedure are printed in bold. Example: Complete the applicable key fields (1 through 6) using the instructions under **Add Master Record** or **Add Individual Position**.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF5].
- Optional actions at the end of a processing function are preceded by bullets. Example:
  - To exit the system, press [Clear].
- Important extra information is identified as a note. Example: **Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote terminal usage.)

### Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For access to PMSO, contact your agency's ADP security officer.

*(reserved)*

## System Overview

The Position Management System (PMSO) procedure provides instructions for accessing and using PMSO. PMSO is a real time online database system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

PMSO allows agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

## Position Data

Position data includes a master record and one or more individual positions linked to it. The master record contains basic position data (e.g., grade, pay plan, occupational series code, etc.). Each individual position, which is linked to a specific master record, contains data, such as the organizational structure code, duty station code, accounting station code, etc., that identifies an individual position(s).

Each master record and individual position is assigned a number by the appropriate personnel office. The personnel offices must maintain a record of these assigned numbers in order to avoid duplicate numbers. The Position Organization Listing (POL), which is a report that can be printed in six different formats by selecting the SR option on the PMSO menu, provides the status of all positions in PMSO. For detailed information on the POL, see the Report Selection (SR) section in this procedure.

After a position is classified, a master record must be added in PMSO if it doesn't already exist. The master record must be established in PMSO before an individual position(s) is added. (The individual position can be established at the same time or after the master record is established.)

In PMSO, position data (e.g., grade, master record number, etc.) is established, updated, and edited separately from personnel data (e.g., nature of action code and authority, base salary, FEHB coverage, etc.), which is entered through the Personnel Action Processing System (PACT).

A master record and individual position must be established in PMSO **before** the appropriate personnel action (accession, promotion, reassignment, etc.) can be entered in PACT. The following PMSO key data elements, which must be entered in PACT for the personnel action, must be the same as the position data entered in PMSO:

- the department code
- the agency code

- the personnel office identifier (POI)
- the master record number
- the grade
- the individual position number

The PMSO position data and the PMSO key data elements entered on the personnel action in PACT are then linked during the processing of the Personnel Edit Subsystem (PINE).

When certain data elements (e.g., pay plan, occupational series code, etc.) are changed in PMSO, a personnel action must also be entered in PACT and successfully processed through PINE in order to update the employee's Payroll/Personnel database record.

## Unclassified Positions

It may be necessary to establish an unclassified position in PMSO. When an unclassified position is added in PMSO, the master record number is identified by 888888, and the grade is 00.

If an unclassified position becomes a classified position and a master record does not exist in PMSO, a new master record must be established. If the previous unclassified master record had individual positions linked to it, new individual positions must also be established in PMSO. If the new individual positions are to be occupied, an official personnel action must also be processed in PACT for each employee to move the employees to the new individual positions.

## Classification Action Code

The Classification Action Code is a data entry field in PACT that must be completed when certain personnel actions, such as a reassignment, promotion, or change to lower grade, are processed. The purpose of the Classification Action Code is to provide a method for processing a classification and personnel action at the same time. Valid classification action codes are:

Code	Description
0	Remove employee from current position and leave that position vacant and active.
1	Remove employee from current position and abolish that position.
2	Remove employee from current position and inactivate that position.

After one of the classification action codes listed above is entered in PACT on the processing personnel action and successfully processed through PINE, the employee is removed from the former position. The status of the vacated position in PMSO is determined by the classification action code.

Whenever the employee is being reassigned to an agency within the same department, the losing agency should inform the gaining agency of the disposition of the former position.

**Note:** If the employee is being moved to a new position, the PMSO:Key Data fields for the new position must be entered on the personnel action in PACT. The personnel office should make sure that the new position in PMSO is vacant and active.

### System Functions

PMSO allows the user to select one of the functions described; query, add, change, delete/restore, inactivate, reactivate, help, or report selection.

A description of each function is provided under Operating Features.

### System Interface

PMSO interfaces with the following systems:

**Personnel Action Processing System (PACT).** PACT is an online remote entry system used to enter personnel actions. PACT is a nature of action/authority code driven system; that is, the nature of action and authority code entered on the PACT menu determine the input screen that is displayed. For detailed information, see the PACT procedure.

**Front-End System Interface (FESI).** FESI is an alternate method that can be used to enter position data and personnel data. FESI enables agencies to transmit their data daily through batch submissions. Agencies using FESI receive confirmation reports showing the types of documents transmitted, a count of records transmitted to NFC, and any errors encountered during transmission.

If position data does not pass the edits, an edit message is shown on the Suspense Inquiry and Correction System (SINQ) report. Document Type 998, Front-End Systems Interface (FESI) Position Data, identifies position data that was released through FESI but failed the edits. Users must (1) correct the position data in their front-end system and transmit a new record to NFC, or (2) use PMSO to update or establish the position data. Position data that fail edits cannot be corrected in SINQ.

Suspense reports should be requested from the Report Generator System (CULPRPT) by using Option (4), Error Suspense Reports. Position data entered through FESI is identified on the CULPRPT reports by special batch number 67 (e.g., CULPRPT Report U6701, SINQ 67 Listing Of Personnel Error Messages. If a batch number begins with 67, the document is held in the SINQ suspense for one pass and is coded for deletion (override Code 4).

**Personnel Edit Subsystem (PINE).** PINE performs edits on the position data entered through PMSO and the personnel actions entered through PACT before they are applied to the Payroll/Personnel database. PINE pro-

cesses personnel and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Of the actions that pass PINE edits, those with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel database; those with future effective pay periods are placed in the Future Inquiry System (FINQ) file. Position data and personnel actions that fail PINE edits are placed in the Suspense Inquiry and Correction System (SINQ) database. During the processing of PINE, position data and employee data are linked.

When a change is made in PMSO to one of the data elements listed below, the message *Master Record (or Individual Position) Successfully Modified - Personnel Action Required* is displayed on the PMSO screen. This message alerts users that a personnel action must be submitted for the change.

<b>Master Record</b>	<b>Individual Position</b>
Pay Plan	FLSA Code
Occupational Series Code	Organizational Structure Code
Occupational Function Code	Duty Station Code
Position Supervisory Code	Pay Table Code
PATCO	Bargaining Unit Status Code
	Duty Station Code
	LEO Indicator
	Interdisciplinary Occupational Series Code

If an official personnel action is not processed, a message appears on CULPRPT Reports U0001, Listing of Personnel Error Messages, and U0006, Listing of Personnel Error Messages. This message will remain on the suspense report indefinitely until the official personnel action is processed.

**Table Management System (TMGT).** TMGT is an online system that contains valid values and descriptions for position data entered through PMSO. Certain fields in PMSO are validated against TMGT (e.g., department code, agency/bureau code, personnel office identifier, etc.). When errors occur, users can verify the data against TMGT. For detailed information, see the TMGT procedure.

## System Access

To access PMSO, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer located at NFC. This section provides access security information and gives specific sign-on/sign-off instructions.

## Remote Terminal Usage And Security

PMSO resides on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

The following information describes the security environment at NFC.

**Security Software.** System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user ID to determine if he/she is authorized to use PMSO. The user's logon access (user ID and password) is validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.
3. TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

**Validation Process.** To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to PMSO.

1. The user is prompted to enter his/her user ID and password.

2. At the Application prompt, the user then keys in *PMSO*.

3. TOP SECRET validates the user ID, password, and access authorization to PMSO.

4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into PMSO.

5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessor identification (ACID) name) in order to proceed.

6. The user is allowed to execute the PMSO program which will perform his/her assigned function as long as his/her security access for the program match.

7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.

8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:E1XXAABBBBCC, where XX=Department, AA=Servicing Agency, BBBB=Submitting Office Number (SON), CC=Agency Served

The SAC entry in the user's TOP SECRET profiles is read to determine if the access should be allowed.

**Note:** Steps 5 through 8 are transparent to the user.

**Requests For PMSO Access.** Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User ID
- Agency Name
- User Access Request Level
  - Inquiry Only
  - Update
- Telephone Number
- Application Name (PMSO)

**Note:** The access level requested for the user should be based on the individual's assigned work requirements and job functions.

## Payroll/Personnel Manual Position Management System (PMSO)

### Sign-On

To access PMSO, display the NFC banner screen (Figure 1) on your terminal and respond to the prompts as follows:

**1 Enter User ID** (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., *NF999*). Press [Tab].

**2 Password** (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

**3 New Password** (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

**4 Enter Application Name** (required, alphanumeric field; max of 9 positions). Key in *PMSO* and press [Enter]. The PMSO menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter].

The NFC Menu (Figure 2) is displayed. Press [Enter] to display the PMSO menu.

**Note:** When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using the PMSO menu begin following the Operating Features section.

To disconnect from the mainframe, Press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

**Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

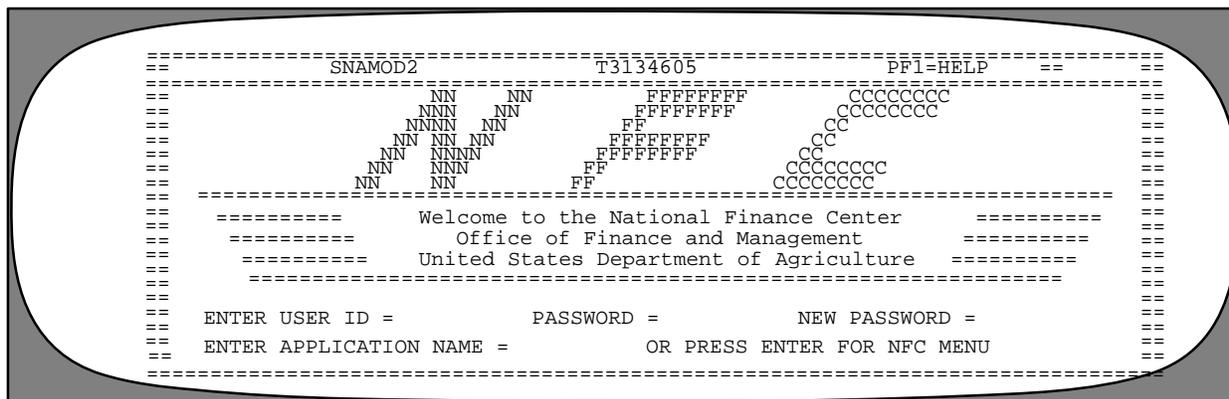


Figure 1. NFC Banner Screen

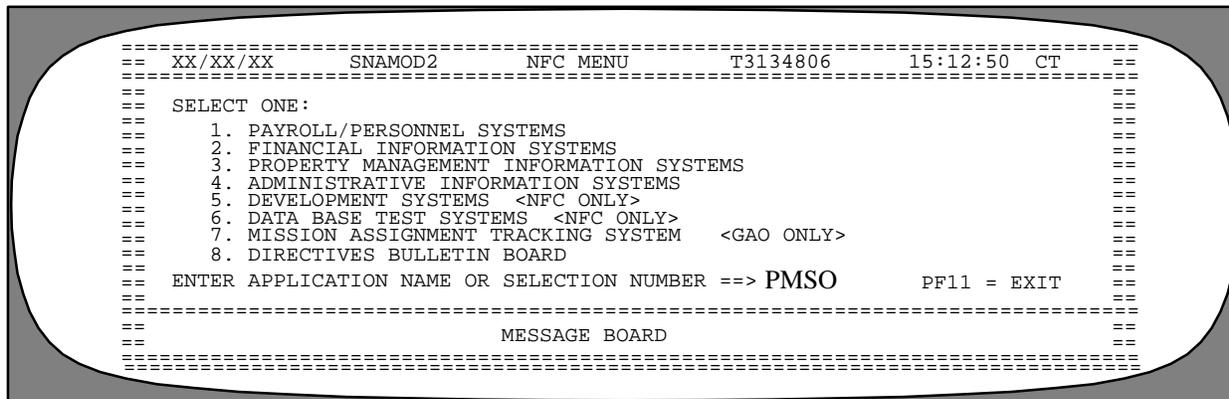


Figure 2. NFC Menu

### Sign-Off

To exit PMSO, press [Clear] at any screen, or at the PMSO main menu, key in *EX* and press [Enter]. The Enter Next Task Code prompt (Figure 3) is displayed. Key in *Bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

**Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

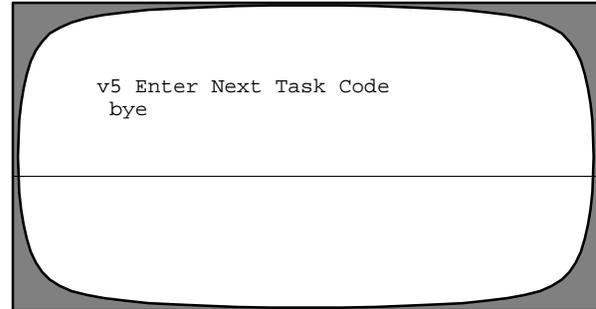


Figure 3. Enter Next Task Code Prompt

*(reserved)*

## Operating Features

This section describes the system's design and operating features.

### System Design

PMSO is designed with menu and key-field selection. The menu lists master record and individual position command options for selecting a specific function code. The function codes are used to query, add, change, delete/restore, inactivate, and reactivate a master record and/or an individual position and request reports.

Each function has a master record and/or individual position screen. The screens are basically the same; therefore, instructions and screen illustrations are provided for **AM**, Add Master Record, and **AI**, Add Individual Position. Other function codes pertaining to the master record or individual position follow the **Add Master Record** or **Add Individual Position** section with specifics for each.

Below is a brief description of each function code:

The **query and inquiry** functions allow the user to query the PMSO database. These functions should be selected first to inform the user of the master records and individual positions that have been inactivated and deleted but are still on the PMSO database.

The **add** function allows the user to add or establish a master record and/or individual position.

The **change** function allows the user to make necessary changes to the master record and/or individual position.

The **delete/restore** function allows the user to delete a master record and/or individual position that is no longer needed, or restore a master record and/or individual position that is needed after the delete function was previously performed.

The **inactivate** function allows the user to save a master record and/or individual position but in an inactive state.

The **reactivate** function allows the user to reactivate an inactivated master record and/or individual position.

The **help** function allows the user to view the help screen for a master record or individual position.

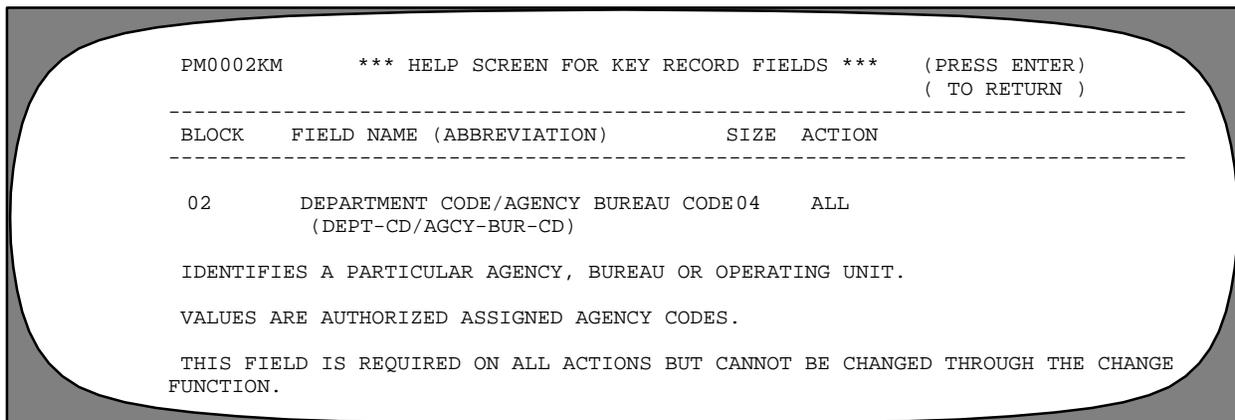
The **report selection** function allows the user to generate desired reports.

The key fields at the top of each PMSO screen are used to identify a unique master record or individual position on the PMSO database. Each master record screen contains the first five of the key fields listed below; each individual position screen contains all six of the key fields.

- Department Code
- Agency/Bureau Code
- Personnel Office Identifier
- Master Record Number
- Grade
- Individual Position Number

### Help Screens

Help screens are available for completing the key fields and other fields displayed on the screen. Help screens display a list of valid codes and/or a narrative description for each field. To obtain a Help screen at any function screen, position the cursor on the field in question and press [PF5]. The applicable Help screen (**Figure 4**) is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press [Enter] to return to the previous screen. Help screens are also available through the Help Master Record (HM) or Help Individual Position (HI) option at the PMSO menu. For detailed instructions about accessing these screens, see [Help Master Record Or Individual Position](#).



**Figure 4. Help Screen** (Example is for Field 2, Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code, of the master record.)

### System Edits

All position data entered in PMSO is subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the PMSO database is updated. See the [Appendix](#) for a list of PMSO edit messages.

### Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] (program attention), [PF] (program function), [SF] (special function), [SP] (special program), or [F] (function), depending on the equipment being used. Other function keys are [Home], [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

In PMSO, applicable function keys are displayed at the top of each screen. All keys in the system are described below:

<b>Key</b>	<b>Functions</b>
------------	------------------



Used to display the PMSO menu at the Master Record screen and the Individual Position screen.

Used to display the Report Selection screen at the Selection Criteria For Report screen.



Used to display the Help screen.



Used to display the Master Record screen at the Individual Position screen.

Used to display the previous screen at the Position Inquiry screen.



Used to display the Individual Position screen at the Master Record screen.

Used to display the next screen at the Individual Position screen.

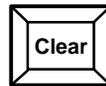


Used to position the cursor in the first entry field on the Master Record screen or the Individual Position screen.



Used to enter (process) data.

Used to return to the Master Record screen or the Individual Position screen at the Help screen.



Used to display the Enter Next Task Code prompt to exit the system.



Used to move the cursor from one field to the next.

**PMSO Menu**

After you access PMSO, the Position Management System (PMSO) menu (Figure 5) is displayed. For users with read-only access, an abbreviated PMSO menu (Figure 6) is displayed. The menu provides function codes to the user to query, add, change, delete, inactivate, reactivate, help screens, and report generation.

Below is a brief description of each function:

**QM, Query a master record.** Used to query a master record on the PMSO database.

**QI, Query an individual position.** Used to query an individual position within a master record on the PMSO database.

**AM, Add a master record.** Used to establish a master record on the PMSO database.

**AI, Add an individual position.** Used to establish an individual position within a master record on the PMSO database.

**CM, Change a master record.** Used to change an existing master record.

**CI, Change an individual position.** Used to change an existing individual position within a master record on the PMSO database.

**DM, Delete/Restore a master record.** Used to delete an existing master record from the PMSO database when it is no longer needed, or restore a master record that was previously deleted.

**DI, Delete/Restore an individual position.** Used to delete an existing individual position within a master record from the PMSO database when it is no longer needed, or restore an individual position that was previously deleted.

The deleted master record or individual position number remains on the PMSO database for the remainder of the fiscal year and can be viewed through the Query Individual Position (QI) option. Deleting a master record also deletes all individual positions linked to it. A master record cannot be deleted if any of the individual positions linked to it are occupied. An occupied individual position cannot be deleted.

```

PPPPPPPP          *** POSITION MANAGEMENT SYSTEM ONLINE ***
PP                QM ---> QUERY MASTER RECORD
PPPPPPPP          QI ---> QUERY INDIVIDUAL POSITION
PP                AM ---> ADD MASTER RECORD
PP                AI ---> ADD INDIVIDUAL POSITION
MM      MMM      CM ---> CHANGE MASTER RECORD
MM M M MM      CI ---> CHANGE INDIVIDUAL POSITION
MM M MM      DM ---> DELETE/RESTORE MASTER RECORD
MM      MM      DI ---> DELETE/RESTORE INDIVIDUAL POSITION
MM      MM      IM ---> INACTIVATE MASTER RECORD
MM      MM      II ---> INACTIVATE INDIVIDUAL POSITION
SSSSSSSS      RM ---> REACTIVATE MASTER RECORD
SS            RI ---> REACTIVATE INDIVIDUAL POSITION
SSSSSSSS      HM ---> HELP MASTER RECORD
SS            HI ---> HELP INDIVIDUAL POSITION
SSSSSSSS      PI ---> POSITION INQUIRY
              SR ---> REPORT SELECTION MENU
              EX ---> EXIT POSITION MANAGEMENT SYSTEM
              SELECT OPTION SR
OOOOOOOO
OO      OO
OO      OO
OO      OO
OOOOOOOO
    
```

**Figure 5. PMSO Menu**

```

PPPPPPPP          *** POSITION MANAGEMENT SYSTEM ONLINE ***
PP                QM ---> QUERY MASTER RECORD
PP                QI ---> QUERY INDIVIDUAL POSITION
PP                HM ---> HELP MASTER RECORD
PP                HI ---> HELP INDIVIDUAL POSITION
PP                PI ---> POSITION INQUIRY
MM      MMM      SR ---> REPORT SELECTION MENU
MM M M MM      EX ---> EXIT POSITION MANAGEMENT SYSTEM
MM M MM
MM      MM
MM      MM
MM      MM
SSSSSSSS
SS
SSSSSSSS
SS
SSSSSSSS
              OO OOOOOOOO
              OO      OO
              OO      OO
              OO      OO
              OO OOOOOOOO
    
```

**Figure 6. PMSO Menu (for users with read-only access)**

The restore function can be used to restore a deleted master record or individual position in order to (1) process cancellation actions and (2) process personnel actions that must be restored after the cancellation actions are successfully processed.

Whenever a previously deleted individual position number must be restored, a master record must also be present in PMSO. If the master record was previously deleted, the master record must be restored **before** the individual position number can be restored. Also, if more than one individual position number must be restored, the DI option must be used to restore **each** individual position number.

**Note:** The restored master record and/or individual position number will remain on the PMSO database indefinitely. If the master record or individual position number must be deleted from the PMSO database after the cancellation processed is completed, use the DM option to delete the master record and use the DI option to delete the individual position number.

**IM, Inactivate a master record.** Used to save a master record on the PMSO database in an inactive status.

**II, Inactivate an individual position.** Used to save an individual position on the PMSO database in an inactive status.

The IM and II functions enable personnel offices to reactivate the master record or individual position quickly when the need arises. Inactive master records

and individual positions do not appear on the PMSO report, Position Organization Listing (POL). It is important that users act timely when a job becomes vacant in order to maintain an accurate POL. An inactivated master record or individual position remains on the PMSO database for the remainder of the fiscal year. Inactivating a master record inactivates all individual positions linked to it. A master record cannot be inactivated if any of the individual positions linked to it are occupied. An occupied individual position cannot be inactivated.

**RM, Reactivate a master record.** Used to reactivate a master record.

**RI, Reactivate an individual position.** Used to reactivate an individual position.

**HM, Help master record.** Used to access the help screens for a master record without using the add, change, delete, inactivate, reactivate, or query option.

**HI, Help individual position.** Used to access the help screens for an individual position without using the add, change, delete, inactivate, reactivate, or query option.

**PI, Position inquiry.** Used to display all individual positions established for a master record.

**SR, Report selection menu.** Used to specify the output criteria for selected reports.

**EX, Exit position management system.** Used to exit the system.

**Add Master Record (AM)**

Add Master Record is option **AM** on the PMSO menu. This option is used to add a master record to the PMSO database. To select this option, key in **AM**. Press [Enter]. The Add Master Record screen (**Figure 7**) is displayed.

Instructions follow for using this function.

**Notes:** The query master record function should be selected first to inform the user of the master records that have been inactivated and deleted but are still on the PMSO database. If it becomes necessary to establish an unclassified master record, the user must enter the department code, agency-bureau code, personnel office identifier, and master record 888888. The system does not require any other data.

Key in the five key fields at the Add Master Record screen. The key fields are used to identify a specific master record and are displayed on each master record screen.

Use the following instructions to complete the key fields.

**1. Function (Function Code)** (*system generated, alphanumeric field; 1 position*). This field is system generated from the option selected on the PMSO menu.

**2. Dept-Cd/Agcy-Bur-Cd (Department Code/ Agency-Bureau Code)** (*required, alphanumeric field, 4 positions: Dept=2, Agcy=2*). Key in the department and the agency or bureau code.

**3. SON (Submitting Office Number)** (*required, numeric field; 4 positions*). Key in the personnel office identifier.

**4. MR-No (Master Record Number)** (*required, alphanumeric field; max. of 6 positions*). Key in the master record number assigned by the agency.

**5. Grade** (*required, numeric field; 2 positions*). Key in the master record grade level. If the grade is a single digit (**1-9**), it must be prefixed with a **0 (zero)**. For SES positions, key in **00**. For pay plan **EX**, grade must be **01-05**.

**Note:** For the Offices of the U. S. Attorneys, if the pay plan is **AD**, the grade must be **00-20**.

Once the key fields are entered, complete the applicable fields and tab through fields that are not applicable. If your equipment has the capability, fields required to add a master record are highlighted on the screen.

Respond to the prompts as follows:

**1. Pay-Plan** (*required, alphanumeric field; 2 positions*). Key in the applicable pay plan code. For valid pay plan codes, see the TMGT Table 025, AD-350 (Personnel Block And Description).

**Notes:** For the Federal Deposit Insurance Corporation (FDIC), if the pay plan is **E**, enter a space in the second position of the field.

For the Offices of the U. S. Attorneys, if the pay plan is **AD**, the grade must be **00-20**.

**2. Occ-Ser (Occupational Series Code)** (*required, numeric field; 4 positions*). Key in the applicable occupational series code. For valid occupational series codes, see the TMGT Table 018, Occupational Series Alpha Description.

**Note:** For the Smithsonian Institution (Trust), if the trust fund position is pay plan **IS** and has no assigned occupational series code, **9999** must be entered in this field.

```

PM00201M                                ADD MASTER RECORD                                XX/XX/XX
1. FUNCTION A          2. DEPT-CD/AGCY-BUR-CD          (PF1=MENU)
3. SON                 4. MR-NO          5. GRADE 00          (PF5=HELP)
***** (PF8=INDV)
1. PAY-PLAN           2. OCC-SER           0000          (CLR=EXIT)
3. OCC-FUNC-CD       4. OFF-TLE-PF/CD/SF
5. OFF-TITLE
6. HQ-FLD-CD
7. SUP-CD
8. CLASS-STD-CD     9. INTERDIS-CD
10. DT-CLASS       11. EARLY-RET-CD          0
12. INACT/ACT
13. DT-ABOL
14. DT-INACT/REACT  15. AGCY-USE
16. INTERDIS-SER    0000      0000      0000      0000      0000
17. INTERDIS-PF/CD/SF    0000      0000      0000      0000      0000
18. PATCO-CD
19. PROF-CATEGORY

** PLEASE FURNISH KEY DATA AND PRESS -ENTER- **
    
```

**Figure 7. Add Master Record screen**

**3. Occ-Func-Cd (Occupational Function Code)** (*required, numeric field; 2 positions*). Key in the applicable occupational function code. This field is required if the occupational series in Field 2 requires an occupational function code. For a list of occupational series codes that require entry of an occupational function code, see TMGT Table 018, Occupational Series Alpha Description.

Valid occupational function codes are:

Code	Definition
Blank	Not applicable
11	Research
12	Research contract & grant administration
13	Development
14	Test & evaluation
21	Design
22	Construction
23	Production
24	Installation, operations, & maintenance
31	Data collection, processing, & analysis
32	Scientific & technical information
41	Standards & specifications
42	Regulatory enforcement & license
51	Natural resource operations
81	Clinical practice & counseling
91	Planning
92	Management
93	Teaching & training
94	Technical assistance & consulting
99	Other--not elsewhere classified

**Note:** For the Architect of the Capitol, the U.S. Senate Restaurants, the Library of Congress, the Congressional Budget Office, the Office of Technology Assessment, the Copyright Royalty Tribunal, the John C. Stennis Center for Public Service Training and Development, and the Botanic Garden, this field is optional.

**4. Off-Tle-Pf/Cd/Sf (Official Title Prefix/Code/Suffix)** (*required, alphanumeric field; 6 positions: Prefix=1, Code=4, Suffix=1*). Key in the applicable official title prefix/code/suffix.

- **Position 1** - Key in the prefix code. If a prefix is not appropriate for the official title, no entry is required in this position. Tab to next position. For valid codes, see TMGT Table 075, Official Title Prefix & Suffix.
- **Positions 2-5** - Key in the 4-digit official title code. For valid codes, see TMGT Table 074, Official Position Title.
- **Position 6** - Key in the suffix code. If a suffix is not appropriate for the official title, no entry is required in this position. For valid codes, see TMGT Table 075, Official Title Prefix & Suffix.

If TMGT Table 074, Official Position Title, does not contain a code covering a specific official title, **9999** must be entered with an appropriate title description. Agencies should periodically review the **9999** codes and change them to specific codes once they are established in TMGT. **8888** is used for pay plan ES. Any prefix or suffix may be used with official title codes **8888** or **9999**.

**5. Off-T title (Official Title)** (*required, alphanumeric field; max. of 38 positions*). If Code **8888** or **9999** is keyed in Field 4, an entry is required in this field. If the official title code entered in Field 4 is in TMGT Table 074, Official Position Title, the applicable code is system generated in this field. For a list of valid codes and titles, see TMGT Table 074, Official Position Title.

**Note:** If a prefix or suffix code is entered in Field 4, the official title description is limited to 32 positions. If both a prefix and suffix are entered, the official title description is limited to 26 positions.

**6. Hq-Fld-Cd (Headquarters Field Code)** (*optional, numeric field; 1 position*). Key in the applicable code for a headquarters or field position. Valid codes are:

Code	Definition
Blank	Not needed
1	Headquarters
2	Field

**7. Sup-Cd (Supervisory Code)** (*required, numeric field; 1 position*). Key in the applicable supervisory code. Valid codes are:

Code	Definition
2	<b>Supervisor or manager.</b> Position requires the exercise of supervisory and/or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system.
4	<b>Supervisory (CSRA).</b> Position meets the definition of Supervisory in 5 U.S.C. 7103(a) (10) but does not meet the minimum requirements for application of the Supervisory Grade-Evaluation Guide.
5	<b>Management official (CSRA).</b> Position meets the definition of management official in 5 U.S.C. 7103(a) (11) but does not meet the Supervisory Grade-Evaluation Guide definition of Manager or Supervisor or the definition of Supervisor in 5 U.S.C. 7103(a) (10).

- 6 Leader under work leader grade evaluation guide.** Position is titled with the prefix Lead and meets the minimum requirements for application of the Work Leader Grade-Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system.
- 8 All other positions.** Position does not meet any of the above definitions.

**8. Class-Std-Cd (Classification Standard Code)** (optional, alphanumeric field; 1 position). Key in *X* if the standard used to classify this position was issued after 01/01/76; otherwise leave blank.

**Note:** This field is completed only when a new standard is being implemented and the field has been set to 0 (zero). To determine if the field is set to 0, check the Query Master Record screen for this field.

**9. Interdis-Cd (Interdisciplinary Code)** (optional, alphanumeric field; 1 position). Key in *Y* if the position is an interdisciplinary position. If *Y* is entered, Field 16 and Field 17 must be completed. If the position is not an interdisciplinary position, leave blank and the system generates an *N*.

**10. Dt-Class (Date Classified)** (required, numeric field; 6 positions (MMDDYY)). Key in the date on which the classification of the position is approved.

**11. Early-Ret-Cd (Early Retirement Code)** (optional, numeric field; 1 position). Key in the applicable early retirement code to indicate if the position qualifies for early retirement. Valid codes are:

<b>Code</b>	<b>Definition</b>
Blank	Not applicable
<b>1</b>	<b>Primary position.</b> Primary duties are directly connected with the work for which special retirement provisions exists.
<b>2</b>	<b>Secondary position.</b> A supervisory or administrative position which need not be directly involved in the work for which the special retirement provision exists, but must be primarily in, and must meet certain experience and qualification requirements involving the line of work.
<b>3</b>	<b>Foreign service position</b>

**Note:** For the Immigration and Naturalization Service, a *0*, *1*, or *2* must be entered in this field.

**12. Inact/Act (Inactive/Active)** (system generated, alphanumeric field; 1 position). *A* (Active) is system generated. No entry is required for add actions.

**13. Dt-Abol (Date Abolished)** (no-entry, numeric field; 6 positions (MMDDYY)). No entry is required for add actions.

**14. Dt-Inact/React (Date Inactivated or Reactivated)** (no-entry, numeric field; 6 positions). No entry is required for add actions.

**15. Agcy-Use (Agency Use)** (optional, alphanumeric field; 10 positions). This is a multipurpose field into which agencies may enter agency specific data.

**16 Interdis-Ser (Interdisciplinary Occupational Series Code)** (conditional, numeric field; max. of 40 positions (10 codes of 4 positions each)). If *Y* is entered in Field 9, key in the applicable occupational series code for each type of position. Otherwise, entry in this field is optional. No less than two or more than 11 (including Field 2 of the master record) occupational series codes may be entered for one master record. If Field 9 is *N*, no entry is accepted in this field.

**17 Interdis-Pf/Cd/Sf (Interdisciplinary Title Prefix/Code/Suffix)** (optional, alphanumeric field; max. of 60 positions (10 codes of 6 positions each: Prefix=1, Code=4, Suffix=1)). If *Y* is entered in Field 9, key in the applicable interdisciplinary title prefix/code/suffix. If Field 9 is *N*, no entry is accepted in this field.

- **Position 1** - Key in the prefix code. For valid codes, see TMGT Table 075, Official Title Prefix & Suffix. If a prefix is not appropriate for the interdisciplinary title, no entry is required in the first position. Tab to next position.
- **Positions 2-5** - Key in the 4-digit official title code applicable to the interdisciplinary occupational series code entered in Field 16.
- **Position 6** - Key in the suffix code. For valid codes, see TMGT Table 075. If a suffix is not appropriate for the interdisciplinary title, no entry is required in this position.

No less than 2 and no more than 11 interdisciplinary title codes may be used. Each title code is matched to the interdisciplinary occupational series code; Field 2 and Field 16.

## Payroll/Personnel Manual Position Management System (PMSO)

**18. PATCO-Cd (Occupational Category Code)** (*system generated, alphanumeric field; 1 position*). This field is system generated based on the occupational series code. Valid codes are:

<b>Code</b>	<b>Definition</b>
<b>P</b>	<b>Professional.</b> Occupations that include a variety of professional positions.
<b>A</b>	<b>Administrative.</b> Occupations that include a variety of administrative positions.
<b>T</b>	<b>Technical.</b> Occupations that include a variety of technical positions.
<b>C</b>	<b>Clerical.</b> Occupations that include a variety of clerical positions.
<b>O</b>	<b>Other.</b> Occupations that include all other positions.
<b>B</b>	<b>Blue collar.</b> Occupations comprising the trades, crafts, and manual labor (unskilled, semiskilled, and skilled), including foreman and supervisory positions entailing trade, craft, or laboring experience and knowledge.
<b>M</b>	<b>Mixed collar.</b> Occupations that include a variety of integrated positions that may include both General Schedule and Federal Wage System duties.

For the PATCO Code for an occupational series, see TMGT Table 018, Occupational Series Alpha Description.

**19. Prof-Category (Professional Category)** (*optional, alphanumeric field; 1 position*). Key in the applicable professional category code. Valid codes are:

<b>Code</b>	<b>Definition</b>
<b>1</b>	SES or equivalent
<b>2</b>	Professional - audit related
<b>3</b>	Professional - other
<b>4</b>	Clerical support staff
<b>5</b>	Wage
<b>6</b>	Expert/consultant

After keying in all applicable data, carefully check the screen. This data becomes part of a new master record. Press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the record is added and the message *Master Record Successfully Added* is displayed.

- To add another master record, change the key fields and other applicable fields and press [Enter]. The system edits the data as described above.
- To display the Add Individual Position screen at the Add Master Record screen, press [PF8].
- To perform another function or exit the system, press the applicable function key listed on the screen.

**Add Individual Position (AI)**

Add Individual Position is option *AI* on the PMSO menu. This option is used to add an individual position to the PMSO database. To select this option, key in *AI*. Press [Enter]. The Add Individual Position screen (Figure 8) is displayed.

Instructions follow for using this function.

**Note:** The query individual position function and/or position inquiry function should be selected first to inform the user of the individual positions that have been inactivated and deleted but are still on the PMSO database.

Key in the six key fields at the Add Individual Position screen. The key fields are used to identify a specific individual position and are displayed on each individual position screen.

Use the following instructions to complete the key fields.

**1. Function (Function Code)** (*system generated, alphanumeric field; 1 position*). This field is system generated from the option selected on the PMSO Menu.

**2. Dept-Cd/Agcy-Bur-Cd (Department Code/Agency-Bureau Code)** (*required, alphanumeric field; 4 positions: Dept=2, Agcy=2*). Key in the department and the agency or bureau code.

**3. SON (Submitting Office Number)** (*required, numeric field; 4 positions*). Key in the personnel office identifier.

**4. MR-No (Master Record Number)** (*required, alphanumeric field; max. of 6 positions*). Key in the master record number assigned by the agency.

**5. Grade** (*required, numeric field; 2 positions*). Key in the master record grade level. If the grade is a single digit (*1-9*), it must be prefixed with a zero. For SES positions, key in *00*. For pay plan *EX* grade must be *01-05*.

**Note:** For the Offices of the U. S. Attorneys, if the pay plan is *AD*, the grade must be *00-20*.

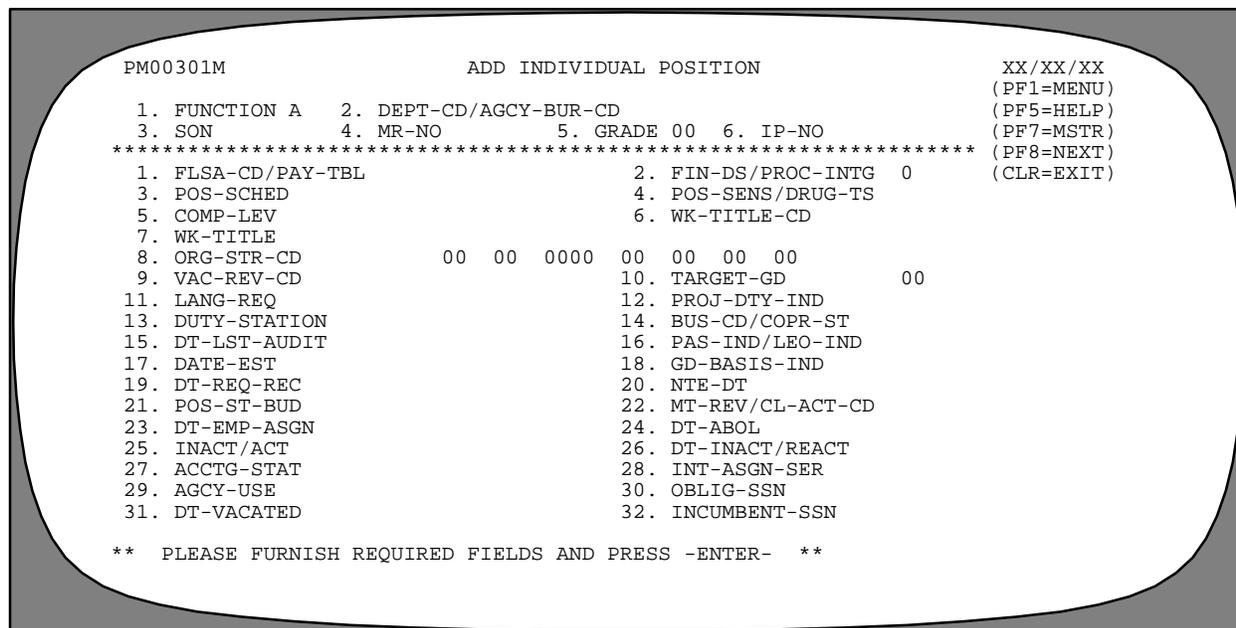
**6 IP-No (Individual Position Number)** (*required, alphanumeric field; max. of 8 positions*). Key in the individual position number assigned by the agency.

Once the key fields are entered, complete applicable fields and tab through fields that are not applicable. If your equipment has the capability, fields required to add an individual position are highlighted on the screen.

Respond to the prompts as follows:

**1. FLSA-Cd/Pay-Tbl (Fair Labor Standards Act Code/Pay Table Code)**

**FLSA-Code** (*required, alphanumeric field; 1 position*). This field indicates if the position is exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Key in the FLSA code in the first position of this field.



**Figure 8. Add Individual Position Screen**

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Valid codes are:

**Code Definition**

- E Exempt.** A position that is exempt from the minimum wage and overtime provisions of FLSA.
- N Nonexempt.** A position that is subject to the minimum wage and overtime provisions of FLSA.

**Pay Table Code** (*optional, alphanumeric field; 6 positions*). This field must be completed for all positions entitled to a special salary rate authorized under 5 USC 5305 (only for employees with pay rate determinant code 5, 6, E, F, or M). Key in the applicable code. For valid codes, see the Federal Personnel Manual and/or TMGT Table 029, Pay Table Rates.

**Note:** The Pay Table Code is required for positions whose official title suffix is **B** (data transcriber), **C** (official automation), **E** (stenography/office automation), **T** (typing), or **Y** (stenography), and the duty station state is **II** (District of Columbia).

If the pay table code is less than 6 characters, leave the remaining positions blank. If a pay table code is not valid for the position (not covered by 5 USC 5305), leave positions 2 through 7 blank. The pay table code is entered based on the position's duty station, occupational series, and grade.

**2. Fin-Ds/Proc-Intg (Conflict of Interest or Financial Disclosure Required/Procurement Integrity Act Code).**

**Conflict of Interest or Financial Disclosure Required Code** (*required, alphanumeric field; 1 position*). The financial disclosure required field indicates whether the position requires the incumbent to file a conflict of interest statement or a financial disclosure statement. Key in the applicable code. Valid conflict of interest codes are:

**Code Definition**

- 0 (zero)** No conflict of interest or financial disclosure statement required
- 3** SF-278, Financial Disclosure Report, required
- 4** SF-450, Executive Branch Personnel Confidential Financial Disclosure Report, required

- 5** MSPB-849 required
- 6** GPO-U.S. 069233 required
- 7** SI-1085 required

**Procurement Integrity Act Code** (*required, alphanumeric field; 1 position*). The Procurement Integrity Act code field indicates whether the position requires the incumbent to be trained/certified in accordance with the Procurement Integrity Act. Key in the applicable code. Valid Procurement Integrity Act codes are:

**Code Definition**

- Y** Yes, this position requires the incumbent to be trained/certified in accordance with the Procurement Integrity Act.
- N** No, this position does not require the incumbent to be trained/certified in accordance with the Procurement Integrity Act.

**3. Pos-Sched (Individual Position Schedule)** (*optional, alphanumeric field; 1 position*). Key in the applicable position schedule code. Valid codes are:

**Code Definition**

- Blank** **Not applicable.** The individual position is competitive, and this field is not applicable.
- A** **Schedule A.** Positions other than those of a confidential or policy determining character for which it is not practical to examine.
- B** **Schedule B.** Positions other than those of a confidential or policy determining character for which it is not practical to hold a competitive examination. Appointment to these positions are subject to any noncompetitive examination that the Office of Personnel Management (OPM) may prescribe.
- C** **Schedule C.** Positions of a confidential or policy determining character.
- 0 (zero)** Positions in the excepted service, but not a Schedule A, B, or C authorization.

**Note:** For the Office of Technology Assessment and Congressional Budget Office, enter **0** in this field.

**4. Pos-Sens/Drug-T s (Position Sensitivity Code/ Drug Testing Code).**

**Position Sensitivity Code** (*required, alphanumeric field; 2 positions*). This field indicates whether or not an individual position is sensitive and the extent of the sensitivity. Key in the applicable code. Valid position sensitivity codes are:

**First Position**

Code	Definition
1	Nonsensitive/low risk
2	Noncritical sensitive
3	Critical sensitive
4	Special sensitive
5	Moderate risk
6	High risk

**Second Position**

Code	Definition
C	Computer-ADP
N	Noncomputer-ADP

**Note:** If the occupational series code on the master record is **0332**, **0334**, or **0335**, the second position of the position sensitivity code must be **C** (Computer-ADP).

**Drug Testing Code** (*optional, alphanumeric field; 1 position*). This field indicates whether or not the position requires the incumbent and/or applicant to be drug tested. Key in the applicable code. Valid drug testing codes are:

Code	Definition
N	No, the position does not require drug testing.
A	Yes, the position is designated for drug testing of the incumbent and also applicants.
U	Undesignated
Y	Yes, the position is designated for incumbent testing.
C	Yes, the position is designated for drug testing for the incumbent because the position requires a commercial motor vehicle operator's license.

If no entry is made, the system defaults to **N** for all users except the Department of Housing and Urban Development, the Library of Congress, the Copyright Royalty Tribunal, and the John C. Stennis Center for Public Service Training and Development. **U** is generated for these users.

**5. Comp-Lev (Competitive Level Code)** (*required, alphanumeric field; max. of 4 positions*). This field identifies positions so alike as to be interchangeable

during a reduction-in-force. Key in the applicable competitive level code.

**Note:** For the Office of the Comptroller of the Currency, the Job Evaluation Plan (JEP) code must be entered in the first position of this field. Valid codes are:

Code	Description
1	FLSA-Nonexempt
2	FLSA-Exempt/Non-Managerial
3	FLSA-Exempt/Managerial

If the JEP code is 1, Field 1 must be N. If the JEP code is 2 or 3, Field 1 must be E.

**6. Wk-Title-Cd (Working Title Code)** (*optional, numeric field; 4 positions*). Key in the applicable working title code. See TMGT Table 076, Working Position Title. If the table does not contain a code covering a specific working title, key in **9999** in this field and the working title in Field 7.

**7. Wk-Title (Working Title)** (*optional, alphanumeric field; 38 positions*). For Working Title Code 9999, key in the working title that describes the organizational or administrative title of the position. If the entry in Field 6 is listed in TMGT Table 076, Working Position Title, the working title is system generated in this field.

**8. Org-Str-Cd (Organizational Structure Code)** (*required, numeric field; 18 positions: 4th level=4, all others=2 each*). Key in the applicable organizational structure code that identifies the location of an employee's position by each level of organizational structure. For a list of valid codes, see TMGT Table 005, Agency Organizational Structure.

**9. Vac-Rev-Cd (Vacancy Review Code)** (*required, alphanumeric field; 1 position*). Key in the applicable vacancy review code that indicates the management process prior to refilling a vacant position. Grade changes take priority over series and title changes. Series changes take priority over title changes. Valid codes are:

Code	Definition
0 (zero)	<b>Position action no vacancy.</b> The applicable code for any action that does not involve the filling of a vacancy.
A	<b>No change.</b> The applicable code for any action in which the vacant position did not change.
B	<b>Lower grade.</b> The applicable code when the position replaces a vacant job that is at a higher grade level.

## Payroll/Personnel Manual Position Management System (PMSO)

- C Higher grade.** The applicable code when the position replaces a vacant job that is at a lower grade level.
- D Different title and/or series.** The applicable code when the position being filled replaces a vacant job that has a different title and/or series.
- E New position/new full-time equivalent (FTE).** The applicable code when the position is new, is not in lieu of any vacant position, and increases the FTE of the immediate unit. This is not applicable when the FTE can be tracked to an abolished position in another unit.

**10. Target-Gd (Position Target Grade)** (*optional, numeric field; 2 positions*). Key in the applicable target grade when it is determined that an individual position is either overgraded or below full performance level. Valid values are grade levels within each master record pay plan. If the grade is a single digit (e.g., **1-9**), prefix it with a zero.

**11. Lanq-Req (Language Required)** (*optional, alphanumeric field; 2 positions*). Key in the applicable code to identify the foreign language required in the position. For a list of valid codes, see the Federal Personnel Manual.

**12. Proj-Dty-Ind (Projected Duties Indicator)** (*optional, alphanumeric field; 1 position*). Key in **Y** if the position is classified on the basis of projected duties. A tickler report, Projected Duties Follow-up, is system generated 6 months after the individual position is filled. This report can also be requested for printing through the Remote Forms Queuing System (RFQS). If no entry is made, **N** is system generated in this field and no report is generated.

**13. Duty-Station** (*required, alphanumeric field; 9 positions: State=2, City=4, county=3*). Key in the state, city, and county codes in which the position is located. See the GSA Worldwide Geographic Location Code Guide for valid location codes. If the duty station is located outside one of the fifty states, key in the 2-digit alpha country code in the state portion of the field and 3 zeroes (000) in the county position of the field. For a list of valid codes, see TMGT Table 016, Geographical Location Codes With Names. If the geographical locator code is not found, contact the appropriate agency personnel for assistance.

**14. BUS-Cd/COPR-St (Bargaining Unit Status (BUS) Code/Customs Officer Pay Reform Act (COPR) Status)**

**BUS Code** (*required, alphanumeric field; 4 positions*). This field indicates if the position is eligible for cover-

age by a bargaining unit. Key in the applicable BUS code. Valid BUS codes are:

<b>Code</b>	<b>Definition</b>
<b>7777</b>	Position is eligible but not in a bargaining unit.
<b>8888</b>	Position is ineligible for inclusion in a bargaining unit.
Last four digits of OLMR number	Position is represented by a bargaining unit. The Office of Labor Management Relations (OLMR) number is established by OPM and contained in the publication Union Representation in the Federal Government.

**Note:** The code does not indicate that the employee is or is not a union member; it indicates that the employee is or is not eligible to be a member.

For the Architect of the Capitol and Botanic Gardens, key in **8888** in this field.

**COPR Status Code** (*optional, alphanumeric field; 1 position*). This field identifies the eligibility of an employee covered and paid by the provisions of the Customs Officer Pay Reform Act. Key in the last position, the applicable COPR Status code. Valid codes are:

<b>Code</b>	<b>Definition</b>
<b>Y</b>	<b>Yes.</b> The employee is eligible to be covered and paid by the provisions of the Customs Officer Pay Reform Act.
<b>N/Blank</b>	<b>No.</b> The employee is not eligible to be covered and paid by the provisions of the Customs Officer Pay Reform Act.

If **Y** is entered in the COPR-St field and the following criteria are met:

- Department code is **TR**.
- Agency code is **AF**.
- Occupational series code is **1801**.
- Master Record Field 5 is **CANINE**.
- or the occupational series code is **1890**.

Field 1 must be **E**, Exempt.

**15. Dt-Lst-Audit (Date Position Last Audited or Reviewed)** (*system generated, numeric field; 6 positions (MMDDYY)*). This field identifies the date the individual position was most recently audited or reviewed. The date is system generated in this field from Field 17.

**16. PAS-Ind/LEO-Ind (Presidential Appointment Indicator/Law Enforcement Officer Indicator)**

**PAS Indicator** (*optional, numeric field; 1 position*). Key in the applicable presidential appointment indicator that identifies those individual positions that can only be filled by presidential appointment and require approval of the U.S. Senate. Valid codes are:

<b>Code</b>	<b>Definition</b>
<i>0 (zero)</i>	Not applicable
<i>1</i>	PAS, Presidential Appointment, position

**LEO Indicator Code** (*optional, numeric field; 1 position*). Key in the law enforcement officer (LEO) indicator to indicate that the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA). **Note:** This field must be completed for all law enforcement positions to ensure correct pay entitlement. Valid codes are:

<b>Code</b>	<b>Definition</b>
<i>Y</i>	<b>Yes.</b> This position is classified as a law enforcement officer to be paid under 7K FLSA.
<i>A</i>	<b>Yes.</b> This position is classified as a law enforcement officer to be paid under 7A FLSA.
<i>N/Blank</i>	<b>No.</b> This position is not classified as a law enforcement officer.

Any change to the LEO indicator requires the processing of a personnel action to document the change in the Payroll/Personnel database. If the LEO indicator is changed, a SING error message is automatically generated to inform the user a personnel action is needed.

**17. Date-Est (Date Individual Position Established)** (*system generated, numeric field; 6 positions (MMDDYY)*). Key in the date that the individual position is established. If no entry is made, the date from the master record Field 10 is system generated in this field.

**18. Gd-Basis-Ind (Grade Basis Indicator)** (*optional, alphanumeric field; 1 position*). Key in the applicable grade basis indicator to show specific information regarding the classification of the position. Valid codes are:

<b>Code</b>	<b>Definition</b>
<i>Blank</i>	Not applicable
<i>1</i>	Review when vacant
<i>2</i>	Impact of the person
<i>3</i>	Supervisory position supported by the General Schedule Supervisory Guide (GSSG)
<i>4</i>	Supervisory position supported by the program duties
<i>5</i>	Research Grade Evaluation Guide (RGEG)
<i>6</i>	Policy Analysis Grade Evaluation Guide

<i>7</i>	Equipment Development Grade Evaluation Guide
<i>8</i>	Agency use
<i>9</i>	Agency use
<i>A</i>	Administrative
<i>C</i>	Core
<i>F</i>	Focal point

**19. Dt-Req-Rec (Date Request Received)** (*optional, numeric field; 6 positions (MMDDYY)*). Key in the date that the official request was received to establish an individual position.

**20. NTE-Dt (Individual Position Not-To-Exceed Date)** (*optional, numeric field; 6 positions (MMDDYY)*). Key in the individual position's not-to-exceed date for positions that are temporary. Three months prior to the NTE date, a tickler report, Notification Of Employees In Non-Pay Status With Expired NTE Dates, is system generated and sent to the classifier and management to notify them that the position's NTE date is approaching. This report can also be requested for printing through RFQS.

**Note:** If *N* is entered in Field 21, this field must be completed. If Field 21 is *Y*, no entry is accepted.

**21. Pos-St-Bud (Position Status Budget)** (*required, alphanumeric field; 1 position*). This field indicates whether or not the individual position is permanent. The information is for budgetary purposes. If the position is permanent, key in *Y*; if the position is other than permanent, key in *N*.

**22. Mt-Rev/Cl-Act-Cd (Maintenance Review/Classification Action Code)** (*required, alphanumeric field; 2 positions*). Key in the applicable code that indicates the classification action taken on the individual position. The first digit indicates whether the classification review occurred during normal work or as part of the maintenance review. This digit also indicates audit or paper review. The second digit describes the specific results of the classification review.

**First Digit  
Classification Action**

<b>Code</b>	<b>Definition</b>
<b>Normal</b>	
<i>1</i>	Desk audit
<i>2</i>	Supervisory audit
<i>3</i>	Paper review
<i>4</i>	PME/Activity review
<b>Maintenance Review</b>	
<i>5</i>	Desk audit
<i>6</i>	Supervisory audit
<i>7</i>	Paper review
<i>8</i>	Panel review

## Payroll/Personnel Manual Position Management System (PMSO)

Code Results	Second Digit Results Definition
1	No action required
2	Minor description changes; no effect on position titles, occupational series, or grade
3	Rewrite or new position description required
4	Position title change
5	Occupational series change
6	Position upgraded
7	Position downgraded
8	New position (1st digit must be 2 or 3)
9	Other

**23. Dt-Emp-Asgn (Date Employee Assigned)** (*system generated, numeric field; 6 positions (MMDDYY)*). When an employee is assigned to the position, this field is system generated with the effective date of the personnel action. No entry is required.

**24. Dt-Abol (Individual Position Abolish Date)** (*no-entry, numeric field; 6 positions (MMDDYY)*). No entry is required for add actions.

**25. Inact/Act (Individual Position Inactive/Active)** (*system generated, alphanumeric field; 1 position*). A (Active) is system generated. No entry is required for add actions.

**26. Dt-Inact/React (Individual Position Date Inactivated/Reactivated)** (*no-entry, numeric field; 6 positions (MMDDYY)*). No entry is required for add actions.

**27. Acctg-Stat (Accounting Station Code)** (*required, numeric field; 4 positions*). Key in the agency assigned accounting station code. The system generates the accounting station code for the following bureau/agency codes:

33	56	63	71	AE
51	57	64	72	AQ
52	58	65	73	AR
53	59	66	77	AT
54	61	67	93	AU
55	62	70	97	

**28. Int-Asgn-Ser (Interdisciplinary Assigned Series)** (*conditional, numeric field; 4 positions*). When

Field 9 of the master record is **Y**, key in the specific occupational series of an interdisciplinary individual position based on the incumbent's qualifications, as determined by the servicing personnel office. The occupational series must also be present in Field 2 and Field 16 of the master record.

**29. Agcy-Use (Agency Use)** (*optional, alphanumeric field; max. of 12 positions*). This is a multipurpose field into which agencies may enter agency specific data.

**30. Oblig-SSN (Obligated Social Security Number)** (*system generated, numeric field; 9 positions*). No entry is required for add actions. This field is system generated with the social security number of the employee when a personnel action is processed to temporarily promote the employee from the position or detail him or her to the position.

**31. Dt-Vacated (Date Vacated)** (*system generated, numeric field; 6 positions (MMDDYY)*). No entry is required for add actions. This field is system generated with the date on which the individual position was most recently vacated. This date is maintained as long as the individual position is vacant.

**32. Incumbent-SSN (Incumbent Social Security Number)** (*system generated, numeric field; 9 positions*). No entry is required for add actions. This field is system generated from the Payroll/Personnel System with the SSN of the employee occupying the position, the employee temporarily promoted to the position, or the employee detailed from the individual position when the personnel action is processed in PACT.

After keying in all applicable data, carefully check the screen. This data becomes part of a new individual position. Press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the position is added and the message *Individual Position Successfully Added* is displayed.

- To add individual positions to the same master record, change the individual position number and other necessary data change(s) and press [Enter]. The system edits the data as described above. Repeat this process until all individual positions are entered.
- To display the Add Master Record screen at the Add Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

### Change Master Record (CM) Or Change Individual Position (CI)

Change Master Record is option **CM** and Change Individual Position is **CI** on the PMSO menu. This option is used to change an existing master record or individual position. To select this option, key in **CM** or **CI**. Press [Enter]. The Change Master Record or Change Individual Position screen (**Figure 9**) is displayed.

Complete the applicable key fields (1 through 6) using the instructions under [Add Master Record](#) or [Add Individual Position](#). Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database.

If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another master record or individual position and press [Enter].

To change a master record, use the instructions for [Add Master Record](#). The following fields cannot be changed:

Field No.	Field Title
12	Inact/Act (Inactive/Active)
13	Dt-Abol (Date Abolished)
14	Dt-Inact/React (Date Inactivated or Reactivated)

An active master record has **A** in Field 12. An inactive master record has **I** in Field 12 and the date inactivated in Field 14. If the master record is abolished, Field 13 contains a date. **Note:** Master Record key fields (1-5) and Individual Position key fields (1-6) cannot be changed when using the CM or CI option.

To change an individual position, use the instructions for [Add Individual Position](#). The following fields cannot be changed:

Field No.	Field Title
23	Dt-Emp-Asgn (Date Employee Assigned)*
24	Dt-Abol (Individual Position Abolish Date)
25	Inact/Act (Individual Position Inactive/Active)
26	Dt-Inact/React (Individual Position Date Inactivated/Reactivated)

\* This field is system generated from the Payroll/Personnel System.

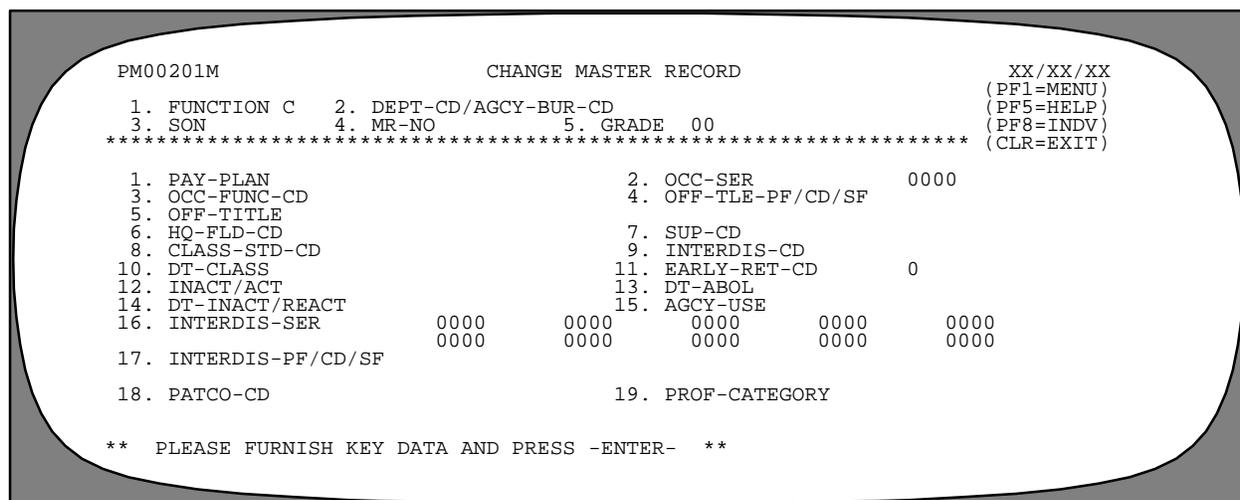
An active individual position has **A** in Field 25, Inact/Act. An inactive individual position has **I** in Field 25 and the date inactivated in Field 26. If the individual position is abolished, Field 24 contains a date.

When Field 22 of an individual position is completed, Field 15 of the individual position must also be completed with the date the position was recently audited or reviewed.

When Fields 4 and 5 of the Master Record (MR) and Field 4 of the Individual Position (IP) is changed, an SF-50, Notification of Personnel Action, is automatically generated with a NOAC 903, Change in PMSO Element. The action will have the same effective date as the date of the change in PMSO. If the change occurs during the first week of the pay period, the action will go to the future file until the first processing of PINE for that pay period; if the change is made during the second week of the pay period, the action will generate with the processing of PINE each night.

If other fields are changed at the same time as Position-Sensitivity-Code, Position-Title-Code, or Official Title then a message will appear indicating that a personnel action must be processed. If a Central Personnel Data File (CPDF) data element is changing (e.g., pay plan, occupational series, etc.) in conjunction with position sensitivity code, position title (including prefix, title code, and suffix), OPM requires that the appropriate NOAC (e.g., reassignment, change in data element, etc.) be processed. Therefore, in these instances, a NOAC 903, Change in PMSO Element will not be system generated and the agencies must process the appropriate NOAC.

After keying in all applicable data, carefully check the screen. This data becomes part of a modified master record or individual position. Press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the record is changed and the message *Master Record Successfully Changed*, *Individual Position Successfully Changed*, *Master Record Successfully Modified - Personnel Action Required*, *Individual Position Successfully Changed - Personnel Action Required*, or *Individual Position Successfully Modified - Personnel Action Required* is displayed.



**Figure 9 Change Master Record screen**

- To change another master record or individual position, change the applicable key fields and press [Enter]; the new selected master record or individual position is displayed. Key in the change(s) and press [Enter]. The system edits the data as described above.
- To display the Change Individual Position screen at the Change Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display the Change Master Record screen at the Change Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

**Delete/Restore Master Record (DM) Or  
Delete/Restore Individual Position (DI)**

Delete/Restore Master Record is option **DM** and Delete/Restore Individual Position is option **DI** on the PMSO menu. These options are used to delete an existing master record or individual position or restore a master record or individual position that was previously deleted.

**Note:** A master record cannot be deleted if any of the individual positions linked to it are occupied. An occupied individual position cannot be deleted.

The restore function should be used to restore a deleted master record or individual position in order to (1) process cancellation actions and (2) process personnel actions that must be restored after the cancellation actions are successfully processed.

**Delete Master Record Or Individual Position.** To select this option, key in **DM** or **DI**. Press [Enter]. The Delete/Rstr Master Record or Delete/Rstr Individual Position screen (**Figure 10**) is displayed.

Complete the applicable key fields (1 through 6) using the instructions for [Add Master Record](#) or [Add Individual Position](#). Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database.

If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select

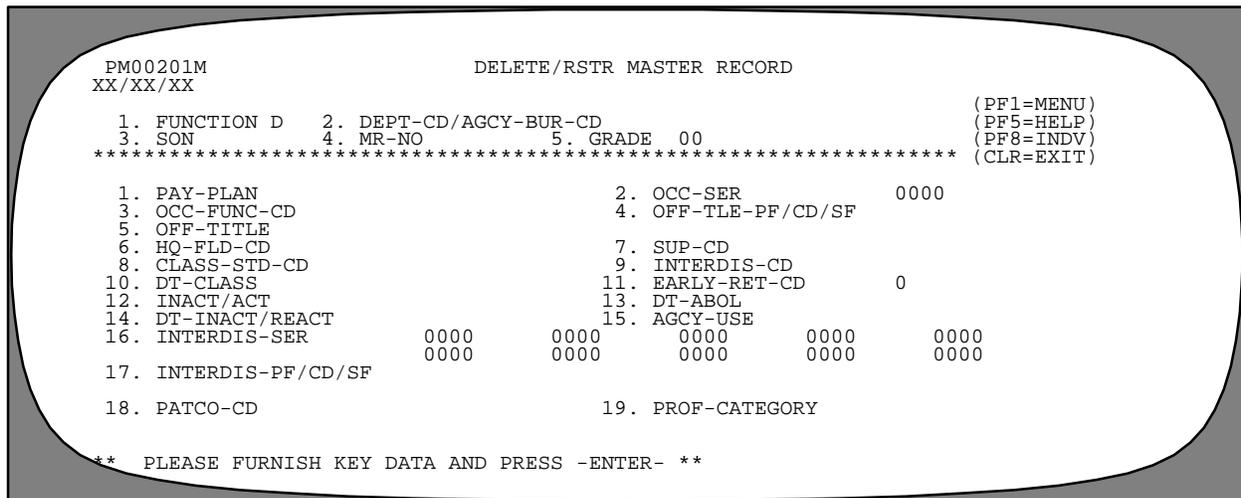
another master record or individual position and press [Enter].

The cursor moves to Field 13 on the master record screen and Field 24 on the individual position screen. The message *Enter Date To Delete / Enter Zeros To restore Master Record* or *Enter Date To Delete / Enter Zeros To Restore Individual Position* is displayed. Key in the applicable date to delete the master record. Press [Enter]. **D** is system generated in Field 12 on the master record screen or Field 25 on the individual position screen.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. If the individual position is occupied, the message *Individual Position Filled - Action Rejected* is displayed. After all edits are satisfied, the record is deleted and the message *Master Record Successfully Abolished* or *Individual Position Successfully Abolished* is displayed. The master record or individual position is deleted immediately regardless of the date entered. No other entry is required.

A deleted master record or individual position number remains on the PMSO database for the remainder of the fiscal year and can be viewed through the Query Master Record (QM) or Query Individual Position (QI) option. Deleting a master record deletes all individual positions linked to it.

- To delete another master record or individual position, change the applicable key fields and press [Enter]; the new selected master record or individual position is displayed. Key in the applicable fields and press [Enter]. The system edits the data as described above.



**Figure 10. Delete/Rstr Master Record screen**

- To display the Delete Individual Position screen at the Delete Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display the Delete Master Record screen at the Delete Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

**Restore Master Record Or Individual Position.** To select this option, key in *DM* or *DI*. Press [Enter]. The Delete/Rstr Master Record or Delete/Rstr Individual Position screen (**Figure 4**) is displayed.

The restore function should be used to restore a deleted master record or individual position in order to (1) process cancellation actions and (2) process personnel actions that must be restored after the cancellation actions are successfully processed.

Whenever a previously deleted individual position number must be restored, a master record must also be present in PMSO. If the master record was previously deleted, the master record must be restored **before** the individual position number can be restored. Also, if more than one individual position number must be restored, the DI option must be used to restore **each** individual position number.

**Note:** The restored master record and/or individual position number will remain on the PMSO database indefinitely. If the master record or individual position number must be deleted from the PMSO database after the cancellation processed is completed, use the DM option to delete the master record and use the DI option to delete the individual position number.

Complete the applicable key fields (1 through 6) using the instructions under [Add Master Record](#) or [Add Individual Position](#). Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database.

If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another master record or individual position and press [Enter].

The cursor moves to Field 13 on the master record screen and Field 24 on the individual position screen. The message *Enter Date To Delete / Enter Zeros To Restore Master Record* is displayed. Key in *000000* (six zeros). Press [Enter]. *D* is system generated in Field 12 on the master record screen and Field 25 on the individual position screen.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the record is restored and the message *Master Record Successfully Restored* or *Individual Position Successfully Restored* is displayed. The master record or individual position is restored immediately. No other entry is required.

- To restore another master record or individual position, change the applicable key fields and press [Enter]; the new selected master record or individual position is displayed. Key in the applicable fields and press [Enter]. The system edits the data as described above.
- To display the Delete/Restore Individual Position screen at the Delete/Rstr Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display the Delete/Restore Master Record screen at the Delete/Rstr Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

**Inactivate Master Record (IM) Or  
Inactivate Individual Position (II)**

Inactivate master record is option *IM* and Inactivate Individual Position is option *II* on the PMSO menu. This option is used to save a master record or individual position on the PMSO database in an inactive status. To select this option, key in *IM* or *II*. Press [Enter]. The Inactivate Master Record or Inactivate Individual Position screen (Figure 11) is displayed.

Complete the applicable key fields (1 through 6) using the instructions under [Add Master Record](#) or [Add Individual Position](#). Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database.

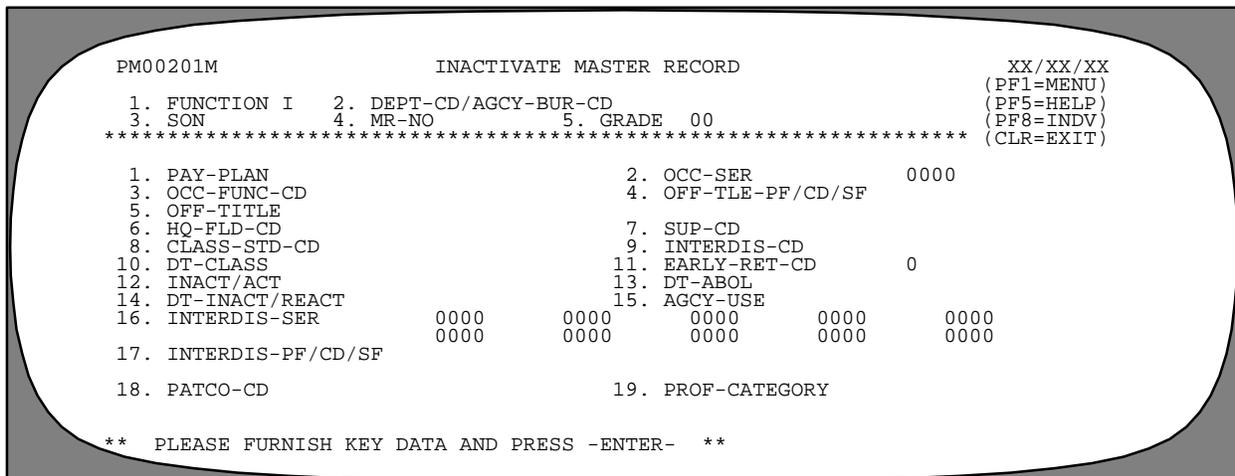
If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another master record or individual position and press [Enter].

The cursor moves to Field 14 on the master record screen and Field 26 on the individual position screen. The message *Enter Date And Press - Enter - To Inactivate* is displayed. If the master record or individual position is to be inactivated on the current date, no entry is required; press [Enter]. The current date is system generated in this field. If the current date is not appropriate, key in a past or future date. Press [Enter]. *I* is system generated in Field 12 on the master record screen and Field 25 on the individual position screen. The master record or individual position is inactivated immediately regardless of the date entered. No other entry is required.

An unoccupied master record or individual position number is automatically inactivated nine months after it is vacated. The inactivated master record or individual position number remains on the PMSO database for the remainder of the fiscal year and can be viewed through the Query Master Record (QM) or Query Individual Position (QI) option. Inactivating a master record inactivates all individual positions linked to it. A master record cannot be inactivated if any of the individual positions linked to it are occupied. An occupied individual position cannot be inactivated.

After keying in all applicable data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. If the individual position is occupied, the message *Individual Position Filled - Action Rejected* is displayed. After all edits are satisfied, the record is inactivated and the message *Master Record Successfully Inactivated* or *Individual Position Successfully Inactivated* is displayed.

- To inactivate another master record or individual position, change the applicable key fields and press [Enter]; the new selected master record or individual position is displayed. Key in the applicable fields and press [Enter]. The system edits the data as described above.
- To display the Inactivate Individual Position screen at the Inactivate Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display Inactivate Master Record screen at the Inactivate Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.



**Figure 11. Inactivate Master Record screen**

### Reactivate Master Record (RM) Or Reactivate Individual Position (RI)

Reactivate Master Record is option **RM** and Reactivate Individual Position is option **RI** on the PMSO menu. This option is used to reactivate a master record or individual position. To select this option, key in **RM** or **RI**. Press [Enter]. The Reactivate Master Record or Reactivate Individual Position screen (**Figure 12**) is displayed.

Complete the applicable key fields (1 through 6) using the instructions under [Add Master Record](#) or [Add Individual Position](#). If your equipment has the capability, fields required to inactivate a master record or individual position are highlighted on the screen. Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database.

If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another master record or individual position and press [Enter].

The cursor moves to Field 14 on the master record screen and Field 26 on the individual position screen. The message *Enter Date And Press - Enter - To Reactivate* is displayed. If the master record or individual position is to be reactivated on the current date, no entry is required; press [Enter]. The current date is system gen-

erated in this field. If the current date is not appropriate, key in a past or future date. Press [Enter]. A is system generated in Field 12 on the master record screen and Field 25 on the individual position screen. The master record or individual position is reactivated immediately regardless of the date entered. No other entry is required.

After keying in all applicable data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the record is reactivated and the message *Master Record Successfully Reactivated* or *Individual Position Successfully Reactivated* is displayed.

- To reactivate another master record or individual position, change the applicable key fields and press [Enter]; the new selected master record or individual position is displayed. Key in the applicable fields and press [Enter]. The system edits the data as described above.
- To display the Reactivate Individual Position screen at the Reactivate Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display the Reactivate Master Record screen at the Reactivate Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

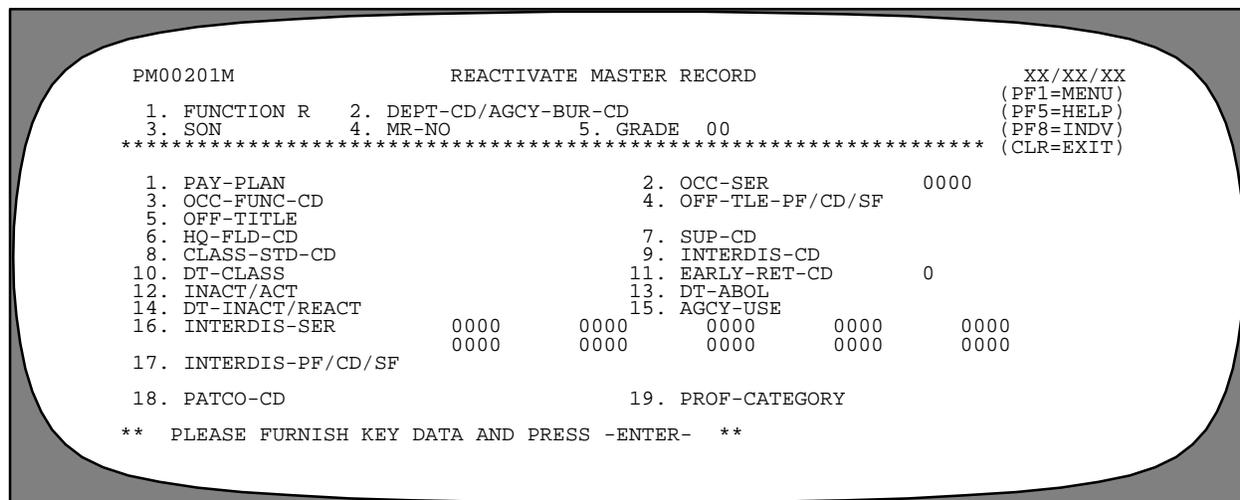


Figure 12. Reactivate Master Record screen

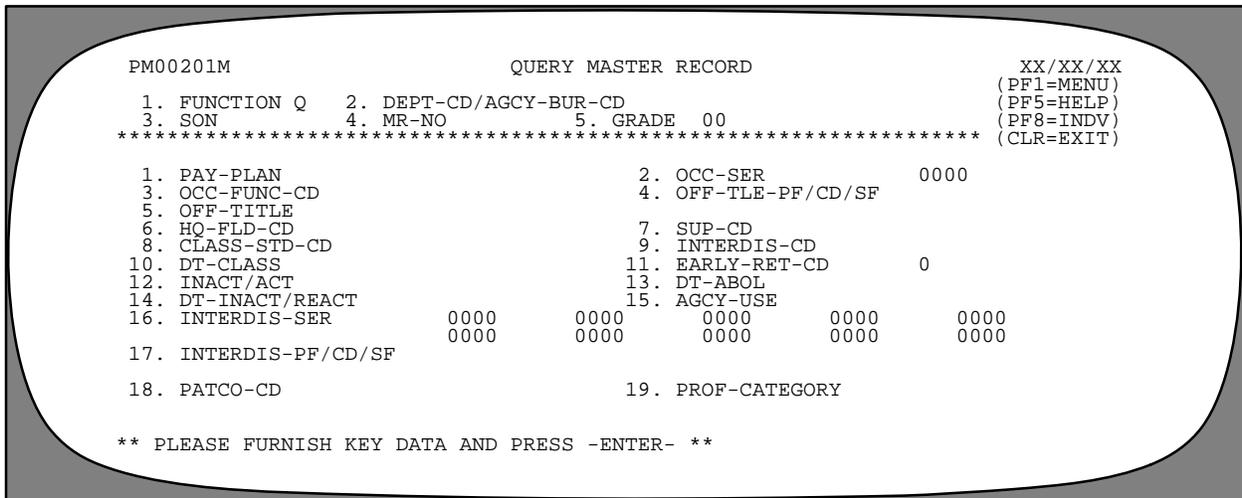
**Query Master Record (QM) Or Query Individual Position (QI)**

Query Master Record is option **QM** and Query Individual Position is option **QI** on the PMSO menu. This option is used to query a master record or individual position. To select this option, key in **QM** or **QI**. Press [Enter]. The Query Master Record or Query Individual Position screen (**Figure 13**) is displayed.

Complete the applicable key fields (1 through 6) using the instructions under [Add Master Record](#) or [Add Individual Position](#). Press [Enter]. The selected master record or individual position is displayed as it exists on the PMSO database with the message *Master Record Found - Last Update XX/XX/XX by XXXXX* or *Individual Position Found - Last Update XX/XX/XX by XXXXX*. The message indicates the date of the last update to the master record or individual position and the User ID of the person responsible for the update.

If the master record or individual position selected is not on the PMSO database, the message *Master Record Not Found - Check Key Fields* or *Individual Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another master record or individual position and press [Enter].

- To query another master record or individual position, change the applicable key fields and press [Enter].
- To display the Query Individual Position screen at the Query Master Record screen, press [PF8].
- To scroll forward through the individual position screens, press [PF8].
- To display the Query Master Record screen at the Query Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.



**Figure 13. Query Master Record screen**

### Help Master Record (HM) Or Help Individual Position (HI)

Help Master Record is option **HM** and Help Individual Position is option **HI** on the PMSO menu. This option is used to access the help screens for a master record or individual position without using add, change, delete, inactivate, reactivate, or query option. To select this option, key in **HM** or **HI**. Press [Enter]. The Help Master Record or Help Individual Position screen (**Figure 14**) is displayed.

Move the cursor to the field in question and press [PF5]. The appropriate help screen is displayed.

After viewing the help screen, press [Enter] to return to the Help Master Record or Help Individual Position screen.

- To request the help screen for another field, move the cursor to the field and repeat the above instructions.
- To request the help screen for an individual position at the Help Master Record screen, press [PF8].
- To request the help screen for a master record at the Individual Position screen, press [PF7].
- To perform another function or exit the system, press the applicable function key listed on the screen.

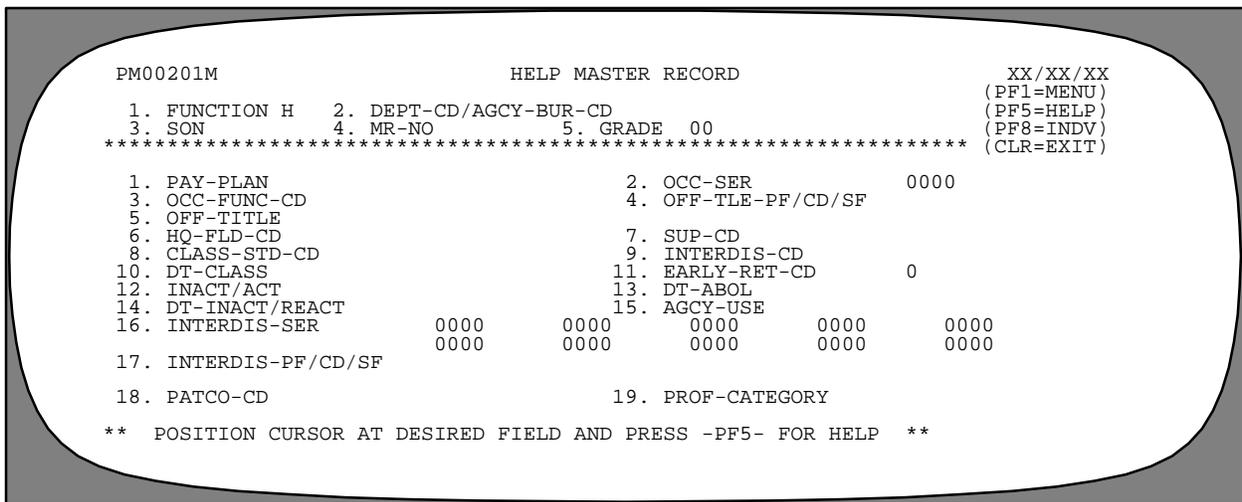


Figure 14. Help Master record screen

### Position Inquiry (PI)

Position Inquiry is option **PI** on the PMSO menu. This option is used to display all individual positions established for a master record. To select this option, key in **PI**. Press [Enter]. The Position Inquiry screen (**Figure 15**) is displayed.

Complete the key fields (1 through 5) using the instructions under [Add Master Record](#). Press [Enter]. The individual positions for the master record and grade are displayed. Field 2, Field 5, and Field 9 are system generated from the master record. The individual position numbers, status, social security numbers, and organizational structure of each position linked to the master record are displayed.

If the position selected is not on the PMSO database, the message *Position Not Found - Check Key Fields* is displayed. The cursor returns to the Department Code field, and you can select another position.

- To inquiry about another master record, change the key fields and press [Enter].
- To scroll backward through the individual positions, press [PF7].
- To scroll forward through the individual positions, press [PF8].
- To perform another function or exit the system, press the applicable function key listed on the screen.

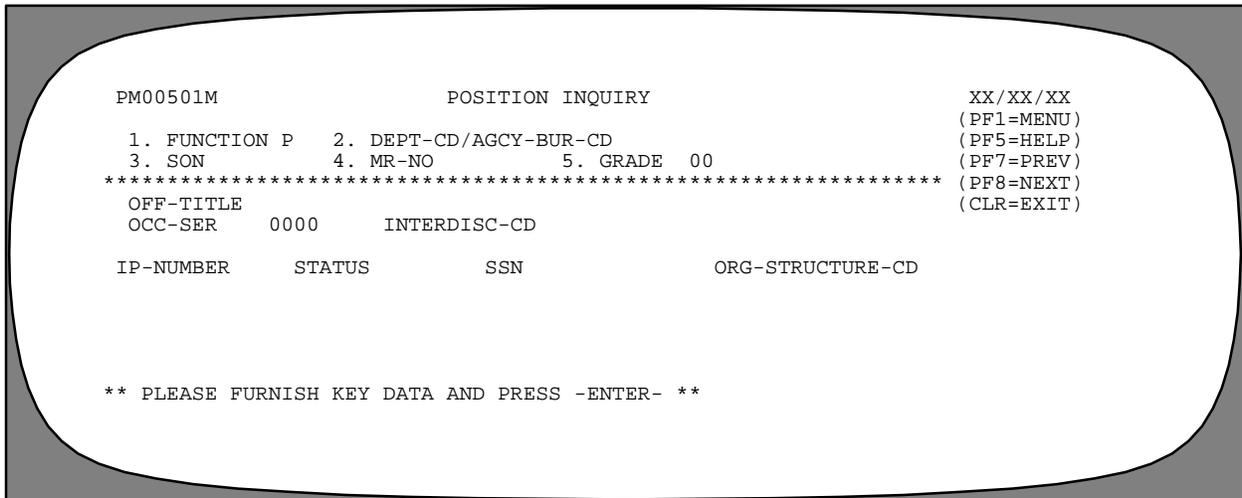


Figure 15. Position Inquiry screen

**Report Selection (SR)**

Report Selection is option **SR** on the PMSO menu. This option is used to specify the output criteria for a selected report. To select this option, key in **SR**. Press [Enter]. The Report Selection screen (**Figure 16**) is displayed.

For a brief description and sample of each report, see the [Exhibits](#) section.

Position the cursor next to the report you request for printing and press [Enter]. The Selection Criteria For Report screen (**Figure 17**) is displayed.

Respond to the fields as follows:

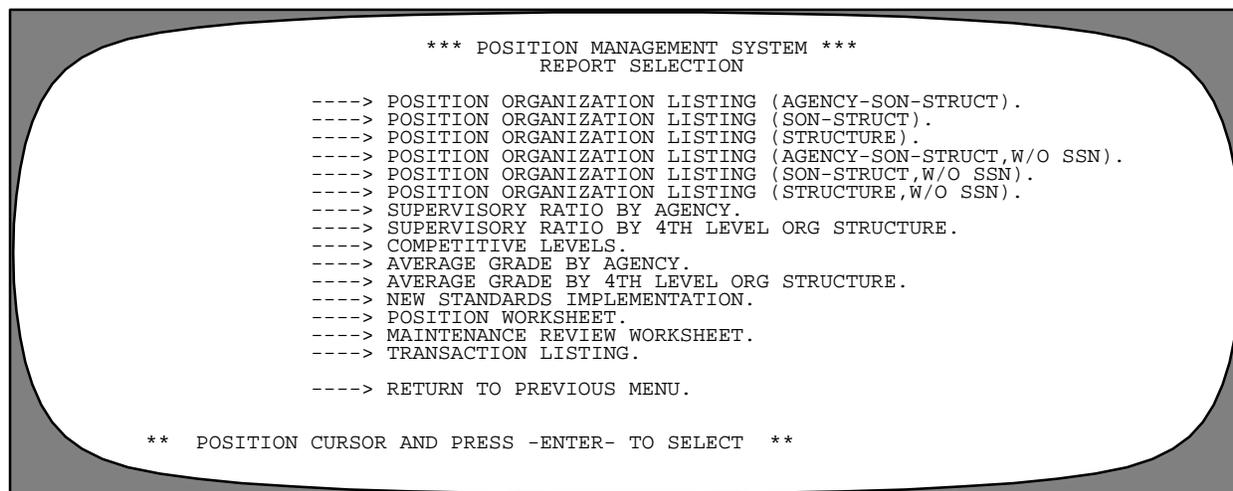
**1** **User Identification** (*required, alphanumeric field; max. of 15 positions*). Key in the user's name or other information to identify the report destination.

**2** **Printer** (*required, alphanumeric field; max. of 16 positions*). Key in the printer number where the report is to be printed.

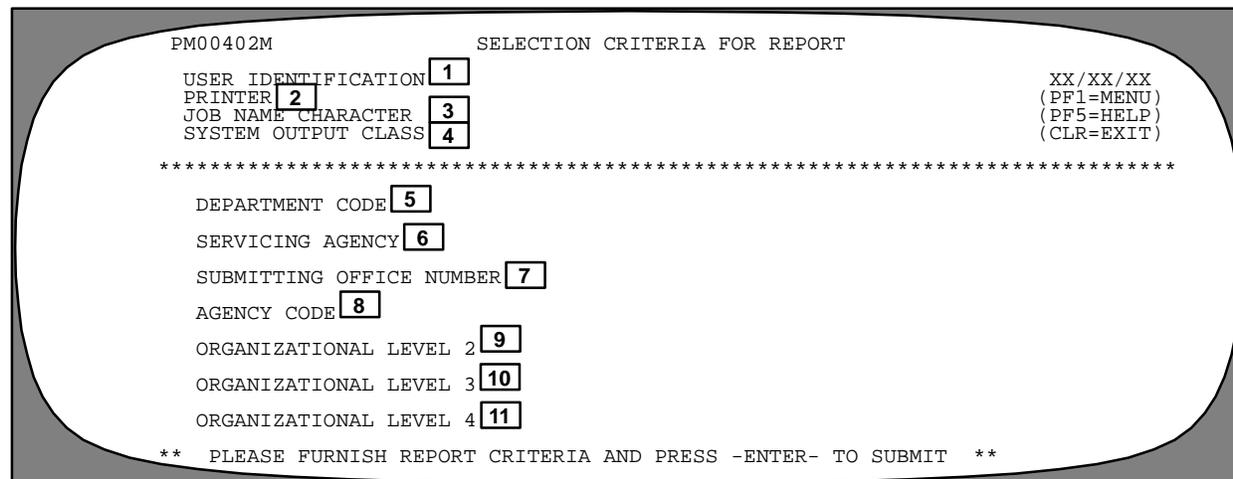
**3** **Job Name Character** (*optional, alphanumeric field; 1 position*). Key in **A**, **B**, or **C** to identify this report from other reports being requested. This character becomes the sixth character of the job name (e.g., **NFC03A**). If no entry is made, the system defaults to **C**.

It is recommended that a unique sixth digit job name character be entered whenever the possibility exists that more than one report is requested. If a character is not entered and the system defaults to **C**, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given the job name characters **A** and **B**, they could be executing simultaneously.

**4** **System Output Class** (*optional, alphanumeric field; 1 position*). Key in **A** to direct the output to a designated printer and to generate a hard copy computer printout of the report or **X** to direct the output



**Figure 16. Report Selection Screen**



**Figure 17. Selection Criteria For Report Screen**

to be held for viewing at the terminal. For detailed instructions on viewing a report prior to printing, see Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2. If no entry is made, the system defaults to A.

**5 Department Code** (*optional, alphanumeric field; 2 positions*). Key in the department code.

**6 Servicing Agency** (*required, alphanumeric field; 2 positions*). Key in the code of the agency that services your office.

**7 Submitting Office Number** (*optional, numeric field; 4 positions*). Key in the personnel office identifier.

**8 Agency Code** (*optional, alphanumeric field; 2 positions*). Key in the agency code.

**9 Organizational Level 2** (*optional, numeric field; 2 positions*). Key in the 2nd level of the organizational structure.

**10 Organizational Level 3** (*optional, numeric field; 2 positions*). Key in the 3rd level of the organizational structure.

**11 Organizational Level 4** (*optional, numeric field; 4 positions*). Key in the 4th level of the organizational structure.

After completing the applicable fields, press [Enter]. The specified report is submitted for output.

- To request another report, press [PF1]. The PMSO Report Selection screen is displayed. Tab to the selection report title and press [Enter]. The Selection Criteria for Report screen is displayed, showing the data that was keyed in for the last request. Change the job name character and other applicable fields and press [Enter].
- To exit the system, press [Clear].
- To return to the PMSO menu, press [PF1] twice.

**Viewing The Print Status Of Reports.** After exiting PMSO (see [Sign-Off](#)), key in *TSO* at the Enter Application Name on the NFC Banner screen and press [Enter]. Key in *st* or *status* at the Ready prompt and press [Enter]. A message is displayed indicating the status of the job.

All messages are described below:

<b>Message</b>	<b>Description</b>
<i>Job NFC03C(JOB12345) job Executing</i>	Displayed when the is being executed.
<i>Job NFC03C(JOB12345) job Waiting for Execution</i>	Displayed when the is waiting to be executed.
<i>Job NFC03C(JOB12345) job On Output Queue, Hold Status</i>	Displayed when the is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer.
<i>No Jobs Found Ready</i>	Displayed when the job has executed and is no longer in the queue.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

**Reporting Through FOCUS.** The FOCUS Reporting System can be used to obtain ad hoc reports regarding position and employee data. For detailed instructions about accessing FOCUS, see the FOCUS procedure.

**Reporting Through RFQS And/Or CULPRPT.** The user may also request reports generated from data entered in PMSO through the Remote Forms Queuing System (RFQS) or Report Generator System (CULPRPT). For detailed instructions about accessing RFQS or CULPRPT, see the RFQS or CULPRPT procedure.

*(reserved)*

**Exhibits**



Exhibit 1

**Position Organization Listing (Agency-SON-Structure)**

**Report Number:** PMS00001

by pay plan and descending grade. Inactive positions do not appear on the report.

**Brief Description:** Provides the status of all positions within the personnel office identifier (POI) and organizational structure of the agency and is sorted

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS00001												POSITION ORGANIZATION LISTING (AGENCY-SON-STRUCTURE)												PAGE 2			
** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **																											
DEPARTMENT AG				AGENCY 90				OFFICE OF FINANCE & MGT.												XX/XX/XX							
SVC AGENCY 90				ORG LEV 2 70				NATIONAL FINANCE CENTER																			
SON 5317				ORG LEV 3 01				OFFICE OF THE DIRECTOR																			
				ORG LEV 4 0000																							
NAME				MR-NO		IP-NO		P/P		OCC SR		GR/ST		SUPV		W/S		T/A		SENS		FLSA		OFFICIAL TITLE			
SSN		*		DET OR		TEMP		KEY DATA		*		ORG STR		5-8		PRD		DUTY		STATION		WORKING TITLE					
JONES		JAMES		D		I87265		00007390		GM		0343		15/00		5		F		CA		3N		E		PROG ANAL	
000-12-3456						0000						00		00-00-00-00		0		22-1690-071								ASST TO DIR	
WILLIAMS		JOHN		G		I91047		00007272		GM		0340		15/00		2		F		CA		3N		E		PROG MGR	
000-22-3456						0000						00		00-00-00-00		0		22-1690-071								MAPS LIAISON	
SMITH		JOHN		C		I93020		00008967		GM		0343		14/00		5		F		CA		2N		E		PROG ANAL	
000-33-4567						0000						00		00-00-00-00		0		22-1670-070								MAPS LIAISON	





## Payroll/Personnel Manual Position Management System (PMSO)

Exhibit 4

### Position Organization Listing (Agency-SON-Structure) (W/O SSN)

**Report Number:** PMS00001

is sorted by pay plan and descending grade. Inactive positions do not appear on the report. This report does not include social security numbers.

**Brief Description:** Provides the status of all positions without the social security numbers within the POI and organizational structure of the agency and

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS00001										POSITION ORGANIZATION LISTING (AGENCY-SON-STRUCTURE)										PAGE 2							
										** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **																	
DEPARTMENT AG		AGENCY 90		OFFICE OF FINANCE & MGT.										XX/XX/XX													
SVC AGENCY 90		ORG LEV 2 70		NATIONAL FINANCE CENTER																							
SON 5317		ORG LEV 3 01		OFFICE OF THE DIRECTOR																							
		ORG LEV 4 0000																									
NAME		MR-NO		IP-NO		P/P		OCC		SR		GR/ST		SUPV		W/S		T/A		SENS		FLSA		OFFICIAL TITLE			
SSN		*		DET OR		TEMP		KEY DATA		*		ORG STR		5-8		PRD		DUTY		STATION		WORKING TITLE					
JONES		JAMES		D		I87265		00007390		GM		0343		15/00		5		F		CA		3N		E		PROG ANAL	
				0000						00		00-00-00-00				0		22-1690-071						ASST TO DIR			
WILLIAMS		JOHN		G		I91047		00007272		GM		0340		15/00		2		F		CA		3N		E		PROG MGR	
				0000						00		00-00-00-00				0		22-1690-071						MAPS LIAISON			
SMITH		JOHN		C		I93020		00008967		GM		0343		14/00		5		F		CA		2N		E		PROG ANAL	
				0000						00		00-00-00-00				0		22-1670-070						MAPS LIASION			



## Payroll/Personnel Manual Position Management System (PMSO)

Exhibit 6

### Position Organization Listing (Structure) (W/O SSN)

**Report Number:** PMS00003

and descending grade. Inactive positions do not appear on the report. This report does not include social security numbers.

**Brief Description:** Provides the status of all positions without the social security numbers within the organizational structure and is sorted by pay plan

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS00003										POSITION ORGANIZATION LISTING (STRUCTURE)										PAGE 1	
										** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **											
DEPARTMENT AG		AGENCY 90		OFFICE OF FINANCE & MGT.										XX/XX/XX							
		ORG LEV 2 00																			
SON		5317		ORG LEV 3 00																	
		ORG LEV 4 0000																			
NAME		MR-NO		IP-NO		P/P OCC SR GR/ST		SUPV W/S T/A		PV W/S T/A		SENS FLSA		OFFICIAL TITLE							
SSN		*		DET OR TEMP KEY DATA		* ORG STR 5-8		PRD DUTY		PRD DUTY STATION		WORKING TITLE									
DOE		JANE		0000		123456 00004411		0212 12/03 0		22-1		22-1690-071		EO EMPLMT MGR							
SMITH		JOHN		0000		234560 00005976		0212 11/02 0		22-1		22-1690-071		EO EMPLMT SPECLST							



## Payroll/Personnel Manual Position Management System (PMSO)

Exhibit 8

### Supervisory Ratio By 4th Level Org Structure

**Report Number:** PMS00005

tional structure level within an agency and is sorted by organizational structure level to the 4th level.

**Brief Description:** Provides a ratio of the number of employees per supervisor for each organiza-

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID	PMS00005	SUPERVISORY RATIO BY 4TH LEVEL ORG STRUCTURE	PAGE 1
			XX/XX/XX
**SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **			
AGENCY	90 - OFFICE OF FINANCE & MGT.		
LEVEL 2	70 - NATIONAL FINANCE CENTER		
LEVEL 3	30 - FINANCIAL SERVICES DIVISION		
EMPLOYEES                      SUPERVISORS                      RATIO			
LEVEL 4 0000 -	8	3	1: 2.7
LEVEL 4 0010 - ACCOUNTING OPERATIONS BRANCH	37	4	1: 9.3
LEVEL 4 0020 - ACCOUNTING RECONCILIATION BR	29	3	1: 9.7
LEVEL 4 0030 - ACCOUNTING REPORTING BRANCH	52	5	1: 10.4
LEVEL 4 0040 - PAYROLL/PERSONNEL BRANCH	202	13	1: 15.5

Exhibit 9

### Competitive Levels

**Report Number:** PMS00006

and occupational series within an agency. The report is sorted by competitive level.

**Brief Description:** Provides the total number of positions for a specific position official title reflecting competitive levels as they relate to pay plan, grade,

**Report Availability:** Immediately, as data is entered in PMSO.

REPORT ID : PMS00006							PAGE 8
COMPETITIVE LEVELS							XX/XX/XX
** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **							
AGCY-CODE : 90							
SON-CODE : 5317							
COMP LEV	PAY-PLAN	GRADE	OCC-SER-CD	OFF-TITLE-CD	POSITON-OFFICIAL-TITLE	NUMBER OF POSITIONS	
0003	GM	15	0340	0030	PROG MGR	1	
0003	GS	06	0318	0001 C	SECY OA	1	
0003	GS	04	0303	0201	PYMT DOCMT CONT CLK	16	
0003	GS	04	0503	0017	DOCMT PROCSNG CLK	24	
0003	GS	03	0303	0201	PYMT DOCMT CONT CLK	1	

## Payroll/Personnel Manual Position Management System (PMSO)

Exhibit 10

### Average Grade By Agency

**Report Number:** PMS00007

GS employees by type of appointment and work schedule within the agency and is sorted by grade.

**Brief Description:** Provides a list of the number of

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS00007								
AVERAGE GRADE BY AGENCY								
PAGE 1								
** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **								
DEPARTMENT: AG								
AGENCY: 90 - OFFICE OF FINANCE & MGT.								
XX/XX/XX								
GS&SIMILAR GRADE	PERM	TEMP		PERM	TEMP			
	FULL TIME	FULL TIME	FULL TIME	PART TIME	PART TIME	PERM INT.	TEMP INT.	TOTAL
02	2		2		21			25 48
03	21	1	22	2	32		2	58

**Average Grade By 4th Level Org Structure**

**Report Number:** PMS00008

schedule within the organizational structure to the 4th level of the agency and is sorted by grade.

**Brief Description:** Provides a list of the number of GS employees by type of appointment and work

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS00008								
AVERAGE GRADE BY 4TH LEVEL ORG STRUCTURE								
** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **								
AGENCY: 90 - OFFICE OF FINANCE & MGT.			LEVEL 2: 70 - NATIONAL FINANCE CENTER			PAGE 1		
LEVEL 3: 03 - ADMINISTRATIVE MGMT STAFF			LEVEL 4: 0000-			XX/XX/XX		
GS&SIMILAR	PERM	TEMP	PERM	TEMP	PERM	TEMP		
GRADE	FULL	FULL	FULL	PART	PART	INT.	INT.	TOTAL
	TIME	TIME	TIME	TIME	TIME			
07	1		1					1
15	1		1					
LEV4 TOTAL	2		2					
AVER.GRADE	11.0000	00.0000	11.0000	00.0000	00.0000			

Exhibit 12

**New Standards Implementation**

**Report Number:** PMS00009

dards for each occupational series within an agency and is sorted by occupational series.

**Brief Description:** Provides the total number of implemented and non-implemented position stan-

**Report Availability:** Immediately, as data is entered in PMSO.

REPORT ID PMS00009					NEW STANDARDS IMPLEMENTATION					PAGE 3	
										XX/XX/XX	
					** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **						
AGENCY: 90											
SON : 5317											
SERIES		TOTAL POSITIONS		NUMBER IMPLEMENTED		NUMBER NOT IMPLEMENTED					
0510		157		95		62					
0511		14		9		5					
0525		401		96		305					
0540		10		0		10					
0544		158		133		25					

**Position Worksheet**

**Report Number:** PMS0000A

**Brief Description:** Provides the social security number of the person occupying a specific position. The report provides the pay plan and grade, master record number, individual position number, occupational series, and competitive level of the position by

organizational structure to the 8th level. If the position is not currently occupied, the report provides the date that it was vacated. The report is sorted by descending pay plan and grade.

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

PP/GR	MASTER NUMBER	IND POS NUMBER	OCCU SERIES	COMP LVL	SSNO	DATE VACATED	ORG-STR
REPORT ID PMS0000A POSITION WORKSHEET PAGE 3 XX/XX/XX							
AGENCY 90 - OFFICE OF FINANCE & MGT.							
LEVEL 2 70 - NATIONAL FINANCE CENTER ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
LEVEL 3 02 - EQUAL EMP OPP STAFF							
LEVEL 4 0000 -							
GS/12	I86116	00004416	0260	34	000-00-0000	1- 3 95	70-02-0000-00-00-00-00
GS/11	S87033	00006180	0260	44	000-54-5980		70-02-0000-00-00-00-00
GS/07	I89145	00008072	1001	64	000-74-9764		70-02-0000-00-00-00-00
GS/06	I92001	00007775	0361	0047	000-76-2828		70-02-0000-00-00-00-00
TOTAL				4			

## Payroll/Personnel Manual Position Management System (PMSO)

Exhibit 14

### Maintenance Review Work Sheet

**Report Number:** PMS0000B

by management/personnel to conduct the annual position description review and to target position descriptions for maintenance review. The report is initiated by the employee and classifier.

**Brief Description:** Provides a list of employees and the status of their positions and is signed in approval by the supervisor. The report is sorted by descending pay plan and grade. The report is used

**Report Availability:** Immediately, as data is entered in PMSO.

REPORT ID: PMS0000B		MAINTENANCE REVIEW WORK SHEET				DATE: XX/XX/XX		PAGE 2	
DEPT/AGCY: AG 90 SON: 5317		I HAVE REVIEWED THE POSITION DESCRIPTIONS FOR THE EMPLOYEES BELOW. ALL EMPLOYEES							
ORG-STR 2-8: 70 02 0000 00 00 00 00		HAVE DISCUSSED THE STATUS OF THEIR POSITION DESCRIPTIONS WITH ME AND WE AGREE TO							
THE STATUS CODE CITED BELOW IN COLUMN 7, UNLESS OTHERWISE INDICATED.									
**SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED**				SUPERVISOR SIGNATURE/TITLE/DATE			OTHER APPROVALS/TITLE/DATE		
1	2	3	4	5	6	7	8	9	10
EMPLOYEE NAME CLASSIFIER	MASTER/IND	PAY-PLAN/	DATE LAST	PROJ	GBI	PD	EMPLOYEE	FINAL	
OFFICIAL TITLE INITIALS	POSITION #	SERIES/GRADE	AUDITED	DUTY	STATUS	INITIALS	ACTION CODE		
SMITH 0002 /PROG ANALYST	J	S00033 00006680	GS 0343 11	09-25-86	N				
WILLIAMS 9999 /PROG ANALYST	S A	I00145 00008872	GS 0343 07	05-26-89	N				
JONES 9998 /FILE CLERK	T R	I02001 00009975	GS 0222 06	01-02-92	N				
TOTAL EMPLOYEES	3	PD STATUS CODES (COL. 7) A=NO CHANGE B=MINOR CHANGE C=NEW PD D=ABOLISH							

Exhibit 15

### Transaction Listing

**Report Number:** PMS0000C

message has been generated for the PMSO item changed. The report is sorted by master record and individual position number.

**Report Availability:** Provides a list of PMSO transactions for each record type processed. If applicable, the report will also indicate that a SINQ

**Report Availability:** After Personnel Edit Subsystem (PINE) is executed.

REPORT ID: PMS0000C												POSITION MANAGEMENT SYSTEM												PAGE 1					
DEPT AG SVC AGCY 90												SON 5317 AGCY 90												** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **		XX/XX/XX			
SON 5317 AGCY 90												TRANSACTION LISTING												**		**			
** KEY DATA **																								RECORD		DATE/TIME		USER	
DEPT	AGCY	SON	MR-NO	GR	IP-NO	SSNO	FUNCTION	SINQ	MSG	TYPE	ENTERED	ID																	
AG	90	5317	I86061	04			ADD			MASTER	950301	14:12	NP016																
AG	90	5317	I87195	15	TEMP7939	000 94 1568	CHANGE			IND	950303	09:48	NP016																
AG	90	5317	I87195	15	00007939	000 64 4547	CHANGE			IND	950302	14:51	NP016																
AG	90	5317	S86215	05	00006018		INACT			IND	950302	12:31	NP010																
AG	90	5317	S88071	06	00006447		ADD			IND	950303	08:55	NP010																
AG	90	5317	S88195	05	00005237		CHANGE			IND	950301	13:54	NP004																



**Appendix**



**Position Management System Edit Messages**

Abolish Error - Please Try Again  
Acctg Station Not Found In Table  
Add Error - Please Try Again  
Agcy-Bur-Cd And SON Are Not Compatible  
Agency Code Required  
Change Error - Please Try Again  
Comp-Lev (Block 5) Not Compatible With FLSA-Cd (Block 1)  
Connect Error - Please Try Again  
Database Connect Error - Please Try Again  
Database Currently Unavailable - Try Again Later  
Date Has Invalid Day For Month Entered  
Date Has Invalid Month  
Date Has Invalid Year  
Department Code Invalid  
Department Code Required  
Drug-Ts (Block 4) Invalid  
Dt-Abol (Block 24) Prior To Date-Est (Block 17)  
Dt-Abol Has Invalid Day For Month Entered  
Dt-Abol Has Invalid Month  
Dt-Abol Has Invalid Year  
Dt-Abol Prior To Dt-Class (Block 10)  
Dt-Class (Block 10) Required  
Dt-Class Required  
Dt-Inact/React Has Invalid Day For Month Entered  
Dt-Inact/React Has Invalid Month  
Dt-Inact/React Has Invalid Year  
Dt-Inact/React Prior To Dt-Class (Block 10)  
Duty Station Not Found In Table  
Enter Date To Delete/Enter Zeros To Restore Master Record  
Enter Date To Delete/Enter Zeros To Restore Individual Position  
Enter Date And Press -Enter- To Inactivate  
Enter Date And Press -Enter- To Reactivate  
Error Occurred During Add - Please Try Again  
Error Occurred During Delete - Please Try Again  
Error Occurred During Mod - Please Try Again  
Error Occurred During Modify - Please Try Again  
Function Not Active For Current Screen  
Grade (Block 5) Required  
Inactivate Error - Please Try Again  
Individual Position Abolished - Action Rejected  
Individual Position Active Within Master - Action Rejected  
Individual Position Already Abolished - Action Rejected  
Individual Position Already Active - Action Rejected  
Individual Position Already Inactive - Action Rejected  
Individual Position Filled - Action Rejected  
Individual Position Found  
Individual Position Not Found - Check Key Fields

**Position Management System Edit Messages** *(cont'd)*

Individual Position Obligated - Action Rejected  
Individual Position Successfully Added  
Individual Position Successfully Changed  
Individual Position Successfully Deleted  
Individual Position Successfully Inactivated  
Individual Position Successfully Modified  
Individual Position Successfully Reactivated  
Individual Position Successfully Restored  
Individual Positions Exhausted  
Individual Position Obligated - Action Rejected  
Individual Record Not Found - Check Key Fields  
Int-Asgn-Ser (Block 28) Invalid For This Position  
Int-Asgn-Ser (Block 28) Required For This Position  
Invalid Class-Std-Cd (Block 8)  
Invalid Cursor Position  
Invalid Early-Ret-Cd (Block 11)  
Invalid Hq-Fld-Cd (Block 6)  
Invalid Inact/Act (Block 12)  
Invalid Inact/Act (Block 25)  
Invalid Interdis-Cd (Block 9)  
Invalid Interdisc Title Code  
Invalid Interdisc Title Prefix  
Invalid Interdisc Title Suffix  
Invalid Occ-Func-Cd (Block 3)  
Invalid Occ-Ser (Block 2)  
Invalid Off-Title-Cd For Occ-Ser  
Invalid Off-Title-Cd Prefix  
Invalid Off-Title-Cd Suffix  
Invalid Security Level Request  
Invalid Subschema Request  
Invalid Sup-Cd (Block 7)  
IP-No (Block 6) Required  
LEO-Ind (Block 16) Invalid  
Make Changes And Press -Enter- To Update Individual  
Make Changes And Press -Enter- To Update Master  
Make Changes And Press -Enter- To Update Position  
Master Record Abolished - Action Rejected  
Master Record Already Active - Action Rejected  
Master Record Exists - Check Key Fields  
Master Record Already Inactive - Action Rejected  
Master Record Coded Inactive - Action Rejected  
Master Record Found  
Master Record Not Found - Check Key Fields  
Master Record Successfully Added  
Master Record Successfully Deleted  
Master Record Successfully Inactivated  
Master Record Successfully Modified

**Position Management System Edit Messages** *(cont'd)*

Master Record Successfully Modified - Personnel Action Required  
Master Record Successfully Reactivated  
Master Record Successfully Restored  
Modify Error - Please Try Again  
MR-No (Block 4) Required  
No Individual Positions For This Master  
No Individual Positions Found For This Master  
No Individual Positions Found For This Master Record  
NTE-Dt (Block 20) Invalid For Permanent Position  
NTE-Dt (Block 20) Prior To Date-Est (Block 17)  
NTE-Dt (Block 20) Required For Non-Permanent Position  
Occ-Func-Cd (Block 3) Required For This Occ-Ser  
Occ-Ser (Block 2) Invalid For Pay Plan  
Occ-Ser (Block 2) Obsolete  
Occ-Ser (Block 2) Obsolete For Dt-Class (Block 10)  
Off-Title Required For This Off-Title-Cd  
Off-Title-Cd (Block 4) Required  
Org Structure Not Found In Table  
Org-Structure Obsolete - Action Rejected  
Organizational Level 2 Required  
Organizational Level 3 Required  
Output Class Of "A" Or "X" Required  
Pay-Plan And Grade Are Not Compatible  
Pay-Plan And Grade Not Compatible  
Pay-Plan Not Compatible With Agcy-Bur-Cd  
Pay-Plan Not Compatible With Off-Title-Cd  
Pay-Plan Not Compatible With Target-Gd (Block 10)  
Pay-Table-Code (Block 1) Invalid  
Pay-Table-Code Not Compatible With Grade Or Pay-Plan  
Pay-Table-Code Not Compatible With LEO-Ind  
Please Furnish Key Data And Press -Enter-  
Please Furnish Report Criteria And Press -Enter - To Submit  
Please Furnish Required Fields And Press -Enter-  
Position Cursor And Press -Enter- To Select  
Position Cursor At Desired Field And Press -PF5- For Help  
Printer ID Required  
Proc-Intg (Block 2) Invalid  
Professional Category Required  
Reactivate Error - Please Try Again  
Report Successfully Submitted  
Request Denied - Security Violation  
Selected Function Invalid - Please Try Again  
Servicing Agency Invalid  
Servicing Agency Not Found In Table  
Servicing Agency Required  
Submitting Office Number And Agency Code Not Compatible  
Submitting Office Number is Not Numeric

**Position Management System Edit Messages** *(cont'd)*

Submitting Office Required  
Sup-Cd (Block 7) Required  
Sup-Cd Required  
Target-Gd (Block 10) Required  
User Identification Required  
User-ID Not Compatible With System-ID  
Wk-Title-Cd (Block 6) Not Compatible With Dept-Cd  
Individual Position Already Abolished - Action Rejected  
Interdis-Ser & Interdis-Title-Cd Must Have At Least One Entry  
Invalid Cursor Position  
Please Furnish Key Data And Press Enter  
Selected Function Invalid - Please Try Again  
Individual Positions Exhausted  
No Individual Positions Found For This Master  
Individual Position Successfully Changed - Personnel Action Required  
Individual Position Successfully Modified - Personnel Action Required  
Interdis-Cd Must Be "Y" If Interdis-Ser & Interdis-Title-Cd Entered  
Make Desired Changes And Press Enter To Add Additional Positions

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